

FINANCE OFFICER JOB DESCRIPTION (Maternity Cover 9 Months)

Job Title:	Finance Officer
Reports to:	Finance Manager
Hours:	Part Time 20 hours per week
Salary:	£23,500 per annum pro-rata

Subject to successful DBS Check and references

Job Purpose and role:

The Finance Officer is responsible for the administration and maintenance of financial information ensuring the smooth running of Finance Department. Working closely with and reporting directly to the Finance Manager (remote).

Duties (this list is not exhaustive)

- Process daily post and assist in the management of the Finance email account
- Regular posting of purchase and sales ledger entries to Sage Line 50 Accounts including managing incoming queries
- Assist with administration of the four-weekly payroll (Outsourced)
- Assist with administration of the monthly payroll (Outsourced)
- Petty Cash Payments including reconciliation
- Raise payments (NatWest BACS though Bankline)
- Regular banking of cash, cheques, donations etc.
- Raising invoices for monthly support services and projects
- Allocation of payments within cashbook
- Credit control and chasing debtors
- Raising Purchase orders
- Process supplier and customer delivery notes and invoices ensuring goods received prior to payment
- Coding of supplier invoices and obtaining the necessary approvals
- Administer the service user Direct Debits (letters & Data Entry)
- Respond and deal with telephone and email enquiries relevant to the Finance Department including taking service user payments
- Maintain financial files and spreadsheet records
- Manage the filing, storage, archiving and security of documents meeting all Data Protection requirements and responsibilities
- Perform other related duties as required
- Work to deadlines when required

Knowledge

The Finance Officer must be knowledgeable in the following areas:

- Proven experience of working in a Finance Office
- Proven **expertise** with computerised accounts systems, preferably Sage Line 50 and Sage Payroll
- Efficient office administration and providing support to the Finance Manager
- Highly proficient computer skills including in-depth knowledge of Excel and major Microsoft programs

- AAT Level 2 (minimum), (Candidates qualified by experience will be considered). GCSE English and Mathematics or equivalent
- Good editing, data collection, record keeping with extensive analysis skillset

Personal Attributes

The individual must maintain **strict confidentiality** in all aspects of performing the duties of the Finance Officer role to include absolute discretion concerning information shared with peers and colleagues. The Finance Officer must be able to demonstrate the following attributes:

- Be honest and trustworthy
- Be respectful at all times
- Be able to communicate well at all levels.

Work site base

Based at the Bradbury Centre, Portsmouth.

Special conditions: DBS disclosure at enhanced level is required prior to any offer of employment; this post is exempt from the Rehabilitation of Offenders Act 1974.

Principal Attributes and Person Specification

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through CV and interview
Knowledge and Qualifications	<ul style="list-style-type: none"> • Computerised accounts package; Sage Line 50 • Business & Administration and/or AAT Level 2 or equivalent qualifications. (Candidates qualified by experience will be considered) • GCSE English and Mathematics qualifications or equivalent accreditation • Microsoft programmes and Excel spreadsheets 	Knowledge of the following: <ul style="list-style-type: none"> • Document scanning, photocopying and postal procedures 	<ul style="list-style-type: none"> • Application/CV • Documentary evidence

Skills	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal • Good editing, data collection, record keeping and analysis skills • Competence in utilising IT to undertake various tasks. 	<ul style="list-style-type: none"> • Sympathetic appreciation and empathy of older person needs and desires. 	<ul style="list-style-type: none"> • Application/CV • Interview/Task • References
Experience	<ul style="list-style-type: none"> • Experience of working with staff at all management levels • Extensive experience of working in a Finance Office • Ability to organise and undertake administration and record keeping within a regulatory framework. 		<ul style="list-style-type: none"> • Application/CV • Interview • References
Personal attributes	<ul style="list-style-type: none"> • Adaptable with a helpful and approachable manner • Person of integrity, honest and trustworthy • Able to maintain confidentiality and understand the relevance of this position • Able to remain impartial and be sympathetic to the needs of others • Ability to build rapport quickly, forming successful working relationships with external organisations or individuals. 	<ul style="list-style-type: none"> • Willingness, when necessary to participate in occasional extra-curricular activities • Flexible approach to working hours and duties. 	<ul style="list-style-type: none"> • Interview • References