



Job Description

Job Title: Finance officer

Overall Job Purpose

To support the management of the organisations by providing accurate recording of financial transactions and budget monitoring. You will be required to work with all departments providing a service which will support the organisations as they expand, to establish themselves at the forefront of residential childcare, foster care and education.

Key Responsibilities

1. Purchase Ledger invoice processing and statement reconciliation
2. Purchase Order processing and recording on SAGE
3. Purchase payments
4. Bank reconciliations
5. Petty cash distribution, recording and reconciliation
6. Credit card reconciliations and preparation of upload form
7. Cash flow monitoring
8. Sales invoicing processing and credit control
9. Prepayments and accruals
10. Maintenance of fixed assets and disposal register
11. Maintenance of children's savings and clothing balances
12. Assist in the preparation of budgets
13. Assist with budget monitoring
14. Month end and Year end preparation
15. Balance sheet reconciliations
16. Working with the Finance Supervisor to produce Management Accounts
17. Producing and analysing reports as requested by the Finance Supervisor
18. Carry out any other duties, which might be reasonably expected by the Finance Supervisor
19. Contribute to the development and maintenance of financial systems and processes
20. Assist with payroll and provide cover when required.

Must have a solid knowledge and at least 3 years proven experience of working as a Finance Officer. Must be efficient, reliable, driven and ambitious with the ability to manage their own time to meet the required deadlines.

Skills and Personal Qualities

Essential:

- Part qualified with a recognised qualification or qualified by experience (3 year minimum)
- Excellent numeracy and accuracy skills
- Strong computer skills, particularly Sage Line 50 Accounts, Sage Payroll and Google platforms.
- Highly motivated with commitment and enthusiasm
- Mature, Trustworthy, Reliable and be able to exercise initiative and good judgement when required
- Ability to convey and communicate information clearly at all levels
- Excellent attention to detail
- Possess good research and analytical skills
- Able to work under pressure and to work to tight deadlines
- Inspire trust and be discreet and tactful when handling confidential information
- Must be a team player and also be able to work unsupervised
- Experience of budget management and working with budget holders

Desirable:

- Knowledge of payroll
- Knowledge of databases