

## **JOB DESCRIPTION**

**Job Title:** Finance officer

**Reports to:** Finance Supervisor

### **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, education and therapeutic services.

### **Key Responsibilities**

1. Purchase Ledger invoice processing and statement reconciliation
2. Purchase payments
3. Bank reconciliations
4. Petty cash distribution, recording and reconciliation
5. Credit card reconciliations
6. Cash flow monitoring
7. Sales invoicing processing and credit control
8. Prepayments and accruals
9. Maintenance of children's savings and clothing balances
10. Assist with budget monitoring
11. Assist with Month End and Year End preparation
12. Producing and analysing reports as requested by the Finance Supervisor
13. Contribute to the development and maintenance of financial systems and processes
14. Carry out any other duties relative to the post

### **Skills and Personal Qualities**

#### **Essential:**

- Recognised accountancy qualification or qualified by experience (3 years minimum)
- Excellent numeracy and accuracy, with excellent attention to detail
- Strong computer skills, particularly Sage Line 50 Accounts
- Ability to convey and communicate information clearly at all levels
- Possess good research and analytical skills
- Inspire trust and be discreet and tactful when handling confidential information
- Able to work under pressure and to tight deadlines
- Efficient, reliable, driven with the ability to effectively manage own time
- A team player, highly motivated with commitment and enthusiasm
- Mature, trustworthy, reliable and able to exercise initiative and good judgement when required

#### **Desirable:**

- Experience of budget management and working with budget holders