



Finance Officer

Job Description

Job Title	Finance Officer
Hours	Full time 35 hours per week –
Salary	£21,500 to £23,000
Pension	Contributory pension available
Annual Leave	25 days per annum plus 12 statutory days (pro-rata)
Report To	Finance Manager
	Currently working from home – hybrid working

Job Purpose

- To assist the Finance Manager in delivering comprehensive Bookkeeping services to Viable clients
- To provide an effective customer focused support service to all Viable clients
- Work closely with the staff teams in Viable client organisations
- Seek at all times to be effective and efficient and to enhance the quality of the service which the Finance team gives to all its clients, thereby assisting them to provide a high quality of service.

Key Responsibilities and Accountabilities:

Bookkeeping Duties

- Processing and entering invoices, orders, travel claims, receipts, journals and other financial records onto the SAGE 50 Accounting system in a timely and effective manner
- Preparation and processing of income receipts and payments to suppliers and staff in a timely manner
- Reconciliation of supplier statements on a regular basis and dealing effectively with queries
- Maintenance and checking of petty cash records
- Dealing with routine finance queries for example from clients to external bodies
- Producing financial reports and other records using the appropriate systems
- Completing bank and credit card account reconciliations on SAGE.

Management Reporting and Year End Preparation

- Assist the Finance Manager as required in tasks associated with monthly and annual accounts
- Monthly management reporting- completion of monthly cash flow statements and processing monthly accruals and prepayment journals.

Payroll Coordination and Postings

- Client Payroll Coordination – coordinate payroll data from clients on a monthly basis. Payroll Postings - process monthly salary journals and accounting for salary sacrifice deductions against payments for clients.
- Full reconciliation of pension, net wages, salary deduction and PAYE balance sheet accounts.

Year End Duties

- Producing final trial balances at year end including assisting Finance Manager with reconciliation of all balance sheet accounts.
- Compiling lead schedules and back up documentation to prepare year end audit files (electronic and paper files).

General

The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager as part of working in a small team to deliver Vlable mission, vision and goals. The outline of responsibilities may change from time to time.

- To adhere to existing work practices, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Attend and contribute to staff meetings and one to one supervision meetings.
- To demonstrate their commitment to Vlable by their regular attendance and the efficient completion of all tasks allocated to them.
- It will be necessary to work with information technology and associated systems in accordance with Vlable Policies and Procedures.
- To co-operate with Vlable in complying with relevant health and safety legislation, policies and procedures, in the performance of the duties of the post.
- To carry out duties and responsibilities of the post in compliance with Vlable's equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.



Finance Officer

Person Specification

Essential

Experience

- Minimum of two years 'experience in a bookkeeping/ accounts role
- Have excellent working knowledge of Sage line 50.

Qualifications

- GCSE English and Maths at Grade C or above or equivalent

Skills & Abilities

- Excellent IT skills - Experience of using a variety of computer software, in particular Microsoft Excel, Outlook, Word and accounting packages
- Proven experience of recording accounting transactions on SAGE and maintaining accounting records
- Ability to plan and prioritize workload of self and good time management skills.
- High level of attention to detail and accuracy.
- An ability to communicate effectively both verbally and in writing.
- Good interpersonal and team working skills with a flexible and adaptable attitude to work.
- An ability to work and stay on top of deadlines whilst working in a busy office
- Ability to prioritise own workload and workloads of bookkeeping team to meet deadlines.
- Ability to work with minimal supervision.
- Excellent attention to detail.
- IT proficient and to include experience of using accounting software packages especially SAGE.
- Professional Integrity
- Ability to challenge the status quo, problem solve and drive processes to increase efficiency

Desirable:

- Qualified as an Accounting Technician (IATI or an equivalent level of qualification)
- Experience of working in the Third sector.