

Finance Officer

Directorate: Support Services

Location: WWT Slimbridge

Reporting to: Finance Manager

Grade: 6

Main function of post: The main purpose of this role is to support the operational Finance Team while a new finance system is implemented.

Supervisory responsibilities: No direct line management.

Hours worked: Normal working hours will be 37.5 hours a week. In addition to normal hours of work, this role is required to work those hours necessary to fulfil the requirements of the position to the satisfaction of the Trust.

Working pattern: Monday to Friday, 9.00am – 5.30pm

Main duties of the post

1. Purchase ledger – facilitate the timely, accurate payment of suppliers and accurate recording of expenditure on the Finance database. The process for this will include:
 - a. Preparation of invoices prior to batching
 - b. Batching of invoices for computer input
 - c. Inputting of invoice batches onto the Finance database
 - d. Payments to suppliers via cheque and BACS
2. To assist with prepayments and accrued expenditure to ensure that the expenditure recorded in the management accounts is accurate. This will include:
 - a. Accounting for significant prepaid invoices as they are processed through the purchase ledger
 - b. Assisting the Finance Manager with the monitoring of accrued expenditure requirements.
 - c. Maintaining up to date and accurate reconciliations of the balance sheet accounts for prepayments and accruals.

3. Sales ledger - facilitate timely, accurate production of professional customer invoices and accurate recording of invoiced income on the Finance database. The processes for this will include:
 - a. Obtaining and checking invoice request information, including VAT calculations
 - b. Inputting of invoice batches onto the finance system
 - c. Printing and issuing invoices to customers
 - d. Production of invoice reports for centres/departments
 - e. Maintenance of the invoice database
 - f. Credit control as necessary
4. To ensure timely, accurate recording of credit card expense claims onto the finance database. Processes for this will include:
 - a. Distributing monthly statements to cardholders
 - b. Keeping a record of credit card claims returned
 - c. Checking returned forms for completeness and VAT analysis
 - d. Inputting of expenditure analysis onto the finance database
5. Bank – carry out reconciliations of the organisation’s bank accounts on a regular basis. Ensure the accuracy and completeness of all banking records and transactions.
6. Carry out balance sheet reconciliations in accordance with the month end timetable, including Cash in Transit and intercompany reconciliations.
7. Assist with the implementation of finance processes and systems as required.
8. Follow all relevant internal controls operating within the Finance department.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Finance Manager, from time to time.

Date raised: July 2019

Person Specification

1. Qualifications

Essential:

- Part/fully qualified in a professional accounting qualification (AAT/CIMA/ACA/ACCA/CIPFA) or qualified by experience.

2. Experience

Essential:

- Significant experience of Purchase Ledger processes including direct liaison with suppliers and managers.
- Experience of Sales ledger processes.
- Experience of bank reconciliations
- Experience of balance sheet reconciliations and controls
- Experience working within a finance team.
- Good knowledge of spreadsheets (Microsoft Excel).

Desirable:

- Experience of Microsoft Dynamics GP and Management Reporter software.
- Good understanding of VAT
- Awareness of charity accounting.

3. Managerial & Supervisory

Essential:

- None

4. Responsibility

Essential:

- Meet deadlines (weekly and monthly) for processing invoices
- Ensure supplier payments are accurate and on time
- Ensure purchase ledger is up to date, reviewed regularly and well maintained
- Able to work independently under general work instructions
- Support the sales ledger function
- Required to work in a highly organised manner with excellent attention to detail.

Levels of responsibility:

| Type of Responsibility | Level (£'s) |
|---|--------------|
| Expenditure (exc. payroll) | £0 |
| Cash Handling | £15,000 Safe |
| Assets (required for job, exc. buildings) | £0 |
| Visitors (per annum) | n/a |

5. Creative Ability

Essential:

- Able to think creatively to identify areas of improvement within finance processes and other relevant areas

6. Contact

Essential:

- The candidate must have the confidence to:
 - enforce rules with more senior members of staff, whilst remaining pleasant, professional and helpful at all times.
 - to deal professionally with external agencies e.g. suppliers, customers.
- Ability to work flexibly and co-operatively with other finance team members.

General Notes

Whilst this post is based at WWT Slimbridge, some travel to other WWT Wetland Centres may be necessary.