

## **JOB DESCRIPTION**

<b>Job title:</b>	<b>FINANCE OFFICER</b>
<b>Date:</b>	January 2012
<b>Reporting to:</b>	Finance Manager
<b>Direct reports:</b>	None
<b>Main contacts:</b>	Staff, Budget Holders, suppliers, coaches, schools, participants.
<b>Major objectives:</b>	To be responsible for all the main data entry and the reconciliation of that entry in the financialforce accounting system.
<b>No. of days per week:</b>	4-5 days a week
<b>Salary:</b>	£22,000-£26,000 per annum

### **Key Responsibilities**

- Processing purchase orders, invoices and payments, including the checking of expense claims in line with the expense policy.
- Dealing with payment queries raised by supplies and staff.
- To oversee the filing of invoices and receipts by the Finance Administrator.
- Entering data on the accounting system accurately and on time as instructed by the Finance Manager.
- Supporting the production of the monthly management accounts.
- Supporting the annual external audit.
- To undertake the bank reconciliation ensuring that this is completed within 8 working days of month end.
- To prepare a payment run every other week or as necessary.
- Gathering interest rate data for periodic treasury decisions.
- Keeping the basic asset register up to date.
- To review and post month end accruals as directed.
- Running system reports for managers.
- Reviewing and analysis of expense codes for budget holders.

### Customer service

- To develop friendly, positive and supportive relationships with external and internal customers, and to provide them with excellent service.
- To learn actively from customer feedback, comments and suggestions, including complaints, to review and improve existing processes, and by doing so to anticipate other customer's needs. To communicate this knowledge to relevant colleagues.
- To understand situations from the customers' perspective so that appropriate and relevant solutions can be identified.

### Corporate Social Responsibility

- To apply the principles of CSR in your day-to-day role.

### General

- To uphold and demonstrate the key values, behaviours and competencies of Future Leaders (Analytical Thinking; Conceptual Thinking; Initiative; Embracing Change; Relating to Others; Impact & Influence and Collaboration).
- To carry out any other duties as may reasonably be requested by the line manager.
- To work in such a way as to minimise the risks to Information Technology and Data Protection, i.e. safely, securely and confidentially.
- To have regard for own actions and those of others in the interests of health and safety.

*This job description does not form part of your contract of employment. You may be required by the Company to undertake any duties within your skills and capabilities which the Company reasonably considers necessary to meet business needs.*