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**Finance Officer**

**Job Description**

**Salary:** Grade 3 (£22,000-£26,999)

**Reports to:** Finance Accounts Manager

17.5 hours. Flexible working pattern

**Job Summary**

As part of the Operations Team, the post works closely with the Finance Accounts Manager to ensure that accurate and timely financial processes and records are maintained, and that financial controls are implemented and adhered to.

The first point of contact for managing all financial transactions with SBT’s customers, the post also supports and guides SBT staff in their financial processing responsibilities.

**Key Responsibilities:**

* Accurate and timely recording of transactions in the finance system (Sage Line 50)
	+ processing sales invoices, coding and VAT allocation
	+ processing expense claims and credit card administration
	+ allocating income from our Commercial activity
* Upholding the financial controls of the organisation, including ensuring sufficient supporting documentation and authorisation for income and expenditure is valid and properly stored for audit purposes
* Maintaining and managing the sales ledgers
* Maintaining an effective credit control policy, liaising with SBT staff to manage outstanding customer balances
* Responding to customer enquiries regarding account balances and activity
* Supporting SBT staff to carry out their financial processing responsibilities effectively, reporting any concerns to the Finance Accounts Manager
* Monitoring company credit cards and reconciling accounts
* Reconcile sales leger to trial balance
* Maintaining and reconciling claims expenses system and petty cash.
* Promoting Scottish Book Trust’s good reputation in all dealings with the public, bank, customers and others
* Support the general work of the Operations Team including providing cover for the Finance Accounts Manager and Office Manager as required.

**Skills & Experience**

* Minimum 2 years’ experience in an accounts or book-keeping role, preferably with experience of Sage 50
* Strong numerical skills, with a high level of accuracy and attention to detail
* Excellent administration skills
* Ability to use initiative to plan, organise and prioritise workload to meet deadlines
* Effective written and verbal communication skills
* Able to work flexibly to meet changing demands
* Able to problem-solve with minimal supervision
* Ability to build productive relationships with colleagues and customers.
* Excellent team-working skills
* Good knowledge and ability in use of MS Office (particularly Excel and Word)
* Conscientious, trustworthy and responsible

Appointment to the post is conditional on securing basic clearance from Disclosure Scotland.