

Senior Finance Officer

ROLE SUMMARY

Reporting to the Financial Controller, the Senior Finance Officer is accountable for delivering an accurate trail of company income and expenditure and is responsible for a variety of activities in rotation with the Finance Assistant. You will be responsible for daily team operations and one-to-one line management of the Finance Assistant to oversee, support, supervise and monitor their work at regular informal weekly and formal quarterly meetings.

As a key team member in the operation of our Finance department, the successful candidate must be competent working with minimal supervision in either office or working-from-home environments on completion of a full induction and training.

Key attributes for this position are attention to detail, ability to follow processes/procedures, and knowing how to prioritise effectively whilst working methodically and accurately to meet tight deadlines.

MAIN DUTIES AND RESPONSIBILITIES

The task list below is not exhaustive and the Senior Finance Officer may be responsible for other ad hoc requests via the Senior Leadership Team, Administration, SHA Services or the Financial Controller. Therefore, adaptability and good communication skills are highly desirable.

Although no formal qualifications are required you must have a clear understanding of accountancy principles, journal entries including the prepayments and accruals system, and an excellent working knowledge of SAGE Accountancy software and Microsoft office packages including, Excel, Outlook, Word and Teams. Some knowledge of pension schemes and terminology is desirable in order to effectively administer employee and employer monthly contributions.

- Daily usage of financial processes, enhancing and updating procedures when required.
- Posting of all income and expenditure on Sage 50 accounting software.
- Monthly bank and petty cash reconciliations for all SHA services.
- Preparing reports relating to sales income or purchase ledger and also processing this using SAGE Line 50 accounts professional.
- Reporting to the SHA Financial Controller regarding month-end procedures, verifying and posting related journal ledger transactions.
- Balancing bank and services petty cash accounts on a month-to-month basis.
- Checking fundraising donations and preparing paperwork for weekly banking.
- Managing customer invoices, service level agreement schedules and paperwork.
- Liaising with clients (credit control), suppliers and banking contacts.

- Working closely with auditors at financial year end to provide information requested.
- Preparing schedules, statements and reports as requested by Financial Controller.
- Managing staff expenses and mileage claims and timely expediting of payments.
- Monitoring service, contract agreement and client costs and their timely payment with understanding of aged creditors and the importance of charity cash flow.
- Updating the charity cash flow statement.
- Electronic organisation and filing of relevant documentation on Sharepoint, file management and paper free office.
- Processing of payroll with IRIS Payroll and HMRC Returns.
- Employee/employer pension services.
- Management of mobile phone resources and service contracts including purchase, delivery and cost, capture and recording this on SAGE Accounts.
- Monitoring and reviewing costs to help minimise charity expenditure where possible.

PERSON SPECIFICATION

You will have:

- First-rate numerical skills
- Strong bookkeeping skills and previous experience in a similar role
- Solid organisational skills and excellent attention to detail
- Excellent communication skills, including relationship building with individuals across the business
- Experience of accounting packages preferably SAGE Line 50/ SAGE Professional
- Ability to work quickly, accurately and to deadlines, using a logical and methodical approach
- Relevant NVQ/SVQ qualifications or specialist qualifications (AAT/ICB/IAB etc.)
- Knowledge of Excel spreadsheets and numerical formula

TERMS AND CONDITIONS

1. This job outline reflects the main tasks and responsibilities discharged by the post holder at the present time; however, the SHA reserves the right to alter or amend the content of this job outline to reflect changes to the job or services provided, while maintaining the overall character and level of responsibility for the post.

2. Notwithstanding any information or statement described within this job outline, all duties must be carried out in a way that promotes equality of opportunity, dignity and respect for all individuals and which is consistent with the SHA's stated policy on equal opportunities.

3. The successful candidate will be subject to a Disclosure Scotland PVG Scheme check. Having previous convictions will not automatically disbar you from working at the SHA (with the exception of offences against children or other vulnerable groups) and every case is taken on an individual basis.

4. The successful candidate's contract will also include a four month probationary period during which time induction, training and a quarterly support and supervision performance review will be completed.

4. The duties and responsibilities of this post will be undertaken in accordance with the policies of the SHA.