



Job Profile

JOB TITLE:

Finance Officer

REPORTS TO:

Management Accountant

JOB PURPOSE:

The Finance Officer supports the effective delivery of day-to-day finance operations, including transaction processing, finance inbox management, supplier and customer administration, staff expenses, reconciliations and routine finance support. The role also provides support across payroll administration, banking, month-end activities, audit information requests, compliance and finance systems, as required.

DIMENSIONS:

The post has no direct budget management or line management responsibility.

KPIs:

- Assigned finance tasks completed accurately and within agreed deadlines.
- Finance inboxes monitored regularly, with queries responded to or escalated in line with agreed service expectations.
- Purchase ledger, sales ledger, expenses and supplier/customer records processed and maintained accurately in the finance system.
- Relevant reconciliations and routine finance checks completed in line with agreed processes and review timetables.
- Payroll, banking, month-end, audit information and system-related support provided within agreed timescales where required.

INTERNAL AND EXTERNAL CONTACTS:**Internal:**

- Finance team, budget holders and other staff in relation to finance processing, queries and guidance.

External:

- Customers, donors, suppliers and service providers in relation to finance transaction processing and queries.

**OVERALL ACCOUNTABILITIES:**

The Finance Officer will contribute to the effective delivery of finance operations, ensuring transactions are processed accurately, queries are managed efficiently, and finance records are maintained in line with organisational policies and procedures.

Key responsibilities include, but are not limited to:

- Processing and maintaining day-to-day finance records, including purchase ledger, sales ledger, expenses, supplier and customer records, and assigned administrative tasks.
- Monitoring and responding to finance-related inboxes and queries, escalating more complex matters where appropriate.
- Assisting with routine reconciliations, payroll preparation, banking support, prepayments, month-end activities and other finance tasks as required.
- Supporting compliance with finance policies and procedures by ensuring transactions are processed correctly and supporting documentation is maintained.
- Providing support and cover across the finance team, including assisting with audit information requests, finance systems, and guidance for non-finance colleagues.
- Undertaking other finance responsibilities appropriate to the role, as agreed with the Line Manager.



Person Specification – Essential Criteria

- Experience of processing finance transactions , including purchase invoices, expense claims, sales invoices, bank entries and fixed assets within an electronic finance system
- Experience of working with finance policies and procedures to ensure compliance.
- Confidence in working with a range of stakeholders to respond to queries and seek information.
- Experience in efficient management of finance administration including inbox management

Desirable Criteria

- Working knowledge of VAT for transaction processing purposes
- Experience of maintaining fixed asset registers and calculating depreciation
- Experience of supporting payroll preparation, payroll queries or payroll-related finance administration

Qualifications/ Knowledge

- Double-entry bookkeeping
- Experience of using financial software (Microsoft Dynamics 365 Business Central an advantage)
- Experience in the not-for-profit sector or a small team within an SME commercial organisation
- Good working knowledge of MS Outlook, Word and Excel, including managing emails and attachments, updating formatted documents, and using spreadsheets for routine finance tasks such as filtering data, checking totals and using basic formulas.

Other Experience

Skills

- Strong attention to detail
- Good communication and customer service skills
- Strong organisational skills, including the ability to prioritise their tasks and deadlines and manage own workload
- Good collaborative skills and the ability to work effectively as part of a team

To be noted: This job description will be reviewed regularly. Any changes will be discussed with the post holder. This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the role, in discussion with their line manager.