

Job Description and Person Specification

1. JOB TITLE: **Finance Officer (full time)**
2. SALARY/RANGE AND BENEFITS: c. £25,000 pa
 - Office based, normally 5 days pw (8.00am – 4.00/4.30pm). Following successful completion of the probationary period, there may be some flexibility for up to 1 day per week working from home, subject to the needs of the business.
 - Pension, life assurance, critical illness and income protection cover plus flexible benefits package offering access to retail and leisure discounts, health care/cash back plans, cycle to work scheme and car breakdown cover
3. REPORTS TO: Finance Manager
4. DIRECT REPORTS: None

Summary

Based at our Holt Court office, the Finance Officer will assist with the smooth day-to-day running of the Finance function, supporting the Finance Manager in maintaining and developing the service using the appropriate accounting software and associated applications. The role will also assist the Finance Manager with ensuring that SFE remains compliant with all relevant statutory financial regulations and help co-ordinate the preparation of data to meet key reporting requirements. In addition, using a continuous improvement approach, the Finance Officer will help drive forward the modernisation and digitalisation of the financial management systems.

Key responsibilities:

Working closely with members of the Finance Team, colleagues in Shared Services and line managers, this role will support all aspects of Finance activity including bank reconciliations, preparation of management accounts, maintenance of the fixed asset register, budget management and forecasting, and assist with credit control activity.

The post holder will be responsible for:

- Dealing with customer queries in regard to products and sales invoices
- Update bank and customer records in a timely and accurate manner to ensure weekly and monthly reconciliation of the bank accounts
- Weekly processing and recording of customer cheque and BACS payments
- Weekly posting of customer payments for Music School through external payment system (e.g. Stripe)
- Weekly import of customer sales invoices and credit notes from website database/CRM and any ad hoc invoices and credit notes
- Weekly chasing of overdue invoices
- Monthly preparation of customer statements
- Assist Finance Manager with contracted invoicing requirements
- Produce and manage monthly credit control reports and data and maintain daily updates
- Manage the process for collecting aged debts, liaising with, and assisting the relevant team administrator
- Produce and monitor customer statements monthly
- Produce month end journals
- Support the Finance Manager in the setting and monitoring of budgets

- Management of Fixed Assets Register and Depreciation for all Fixed Assets
- Ensure deferred income is up to date and released on time and in the correct period
- Prepare and present monthly management accounts and attend monthly management meetings with members of the Senior Leadership Team adhering to monthly deadlines
- Assist Senior Leadership Team in interpreting, preparing, monitoring and analysing budgets and related information
- Assist budget holders in investigating and resolving financial queries
- Support and train budget holders and other staff in using financial information, systems and tools
- Produce any analytical reports for budget/stakeholders
- Monthly liaison with Fundraising Manager to ensure all donations and grants are captured and associated spend monitored
- Support the Finance Manager, line managers and stakeholders with projects and tasks when required
- Maintenance of financial software and recommendation of changes to the Finance teams' systems to improve efficiency and deliver continuous improvement
- Prepare and participate in annual audit, liaising with external auditors under the direction of the Finance Manager
- Be a key point of contact for other departments on financial and accounting matters
- Responding to finance queries and requests from both internal and external service users/stakeholders
- Preparation of any other ad-hoc finance reports when requested

Expected outcomes and impact

- Proactively support SFE colleagues through professional and customer focused guidance which supports the business in the achievement of its purpose and mission
- Build and maintain positive working relationships with SFE colleagues at all levels, external advisors and key stakeholders
- Deliver Finance activities and projects to agreed timescales and budgets
- Positively raise the profile of Finance within the organisation

Other considerations:

- Due to the nature of the post, the holder would be expected to have a flexible approach to work and working hours in order to meet the needs of the business, including occasional evenings on an ad hoc basis, when required
- This post is subject to an enhanced DBS clearance to be renewed every three years as SFE works closely with children and schools. Other appropriate checks and safeguards may also be required.
- The role will require diligence, tenacity and excellent attention to detail

Person Specification – Finance Officer

Factors	Essential	Desirable	Assessment Method
Qualifications	AAT qualification or equivalent (L2 or above), or be studying towards this	3+ years of experience in a busy Finance function	CV Copies of relevant certifications provided before/at interview
Training	Recent SAGE experience (or equivalent) preferably using Sage 50 Accounts Professional Evidence of ongoing Continuing Professional Development	Experience of using Finance software and online banking systems Customer service training or equivalent	CV Interview
Experience	Proven track record and experience of: <ul style="list-style-type: none"> Working in a busy Finance team Working with information management software such as Salesforce or other CRM packages Developing and adhering to Finance policies and procedures Meeting deadlines Customer service skills Working with multiple stakeholders 	Understanding of school/education settings Project management experience Prior experience of working in the charity or not for profit sector. Credit control and management Working with Fundraising teams to manage and monitor donations and grants	CV Interview
Knowledge and Skills	Excellent attention to detail and logical in approach Excellent IT skills including proficiency in MS Office 365 (particularly Excel and Outlook) Good written and spoken communication skills Numeratorate, able to confidently work with numbers/budgets	Strong understanding of relevant finance, charity and HMRC legislation/regulations	CV Interview
Personal Qualities	Well-developed interpersonal skills. Confident dealing with customer interactions in person, on the telephone and by email. Self-motivated and able to work on own initiative with limited supervision. Able to anticipate/forecast and plan for peak periods of activity, in line with the business cycle linked to the academic year.		CV Interview

	<p>Resilient.</p> <p>Ability to work under pressure and meet deadlines, prioritising workload across multiple/different tasks as needed.</p> <p>Ability to work collaboratively with peers, stakeholders and customers</p> <p>Strong organisational skills. Good timekeeping.</p> <p>Ability to work effectively as part of a team</p> <p>Curious. Proactive and solution focused</p> <p>High level of integrity, honesty and professionalism</p> <p>Seeks advice and support when necessary</p>		
Other	<p>An awareness, understanding and strong personal commitment to equality of opportunity, diversity and inclusion</p> <p>A willingness to undertake further training and development, as required for the role.</p> <p>A willingness to share and embrace the organisation's principles and values.</p>		CV Interview