

JOB DESCRIPTION

JOB TITLE	Finance Officer
REPORT TO	Finance Manager
DIRECTORATE	Business Services
GRADE	Professional Support
JOB OBJECTIVES	To maintain the purchase ledger function in line with company policy and procedures and legislative requirements. To assist the Finance Manager in ensuring the integrity of the BDA's leasing and direct debit schedules.

MAIN DUTIES & RESPONSIBILITIES

- Manage all aspects of the Association Purchase ledger – including processing, coding and queries
- Ensure controls are in place and reconciliations (eg statements) are made, so that all transactions comply with the company policy, procedures and legislative requirements.
- Produce weekly cheque/direct payments for the purchase ledger in line with company policy
- Manage the Petty Cash impress system and company credit cards
- Maintain the aged creditors and reconciliation of purchase control account
- Control leasing & direct debit schedules
- Preparing for accruals and prepayments of expenditure on monthly basis
- Responsible for preparing various income reconciliations

- Provide cover for sales ledger and cashbook as when require
- Any other duties as may be required from time to time.

PERSON SPECIFICATION

The following skills and attributes are **essential** for the role:

- Attainment, or part attainment, of an appropriate accounts qualification by certificate or by experience
- Ability to work in a team.
- Excellent knowledge of maintaining and developing financial ledger systems, preferably Sage 200.
- Excellent understanding of book – keeping.
- Excellent knowledge of month end/year end accounting procedures.
- Excellent organisational skills
- Ability to plan and prioritise workload
- Good communication skills
- Competent IT skills, including Excel, Word and Outlook packages
- Ability to work without supervision

December 2021