

Finance Officer

Responsible to:	Transactions Manager
Directorate / Department:	Support Services/Finance
Base Location:	Gilwell Park, London
Salary Band:	D
Line Management Responsibility:	None
Budgetary responsibility:	None
External Contacts:	General suppliers, Customers and members, computerised systems partners and 'Card' Suppliers
Internal contacts:	Budget holders and Scout Association (inc. subsidiaries) staff at all levels and trustees in particular Finance Committee members

Role Summary and Purpose

To be responsible for the recording, reviewing, and reconciliation, processing of all transactional data for the finance team, including processing of supplier invoices, payment requests, expense claims, other payments, sales invoices and receipts. To contribute to the work of the finance team across all disciplines as required.

Key Tasks

- Assist the Transaction Manager in the provision of an excellent customer service for all financial transactions activity
- Ensure account receivables and payables activities are performed accurately and timely including procurement duties as required
- Ensure that financial transactions are properly updated and recorded.
- Be responsible for the accurate and effective recording and processing of authorised purchase orders, invoices, expense claims, direct debit payments, credit card statements and float and petty cash requests and income (bank receipts and credits) on computerised accounting system.
- Preparation of balance sheets reconciliations, including bank reconciliations and assist in preparation of income statements, expense reports.
- Manage cash controls as well as maintain book keeping
- Ensure maintenance of the general and subsidiary ledgers.
- Track investments and maintain relevant cash reserves under the direction of the Transactions team manager
- Ensure all expenses are within assigned project budget.

- Ensure data integrity.
- Update financial records with recent transactions and changes
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
- Daily cash and cheques including membership subs
- Where purchase orders have been raised and authorised, ensure that their details are consistent with invoices prior to payment.
- Scan and ensure relevant accounting records, including linking invoices to the computerised purchase order system
- Generate BACS payment files from the accounting system for payment of invoices, processing invoice requests float and petty cash requests, foreign currency payments and expense claims.
- Supplier and customer queries
- Perform weekly bank reconciliations, customer ledger and P&L reconciliations, as well petty cash and float reconciliations with the accounting system balances.
- Journal preparation ensuring double entry and use of Q&A is completed prior to journal authorisation by the Accountants
- Review financial paperwork and procedures and make appropriate changes as directed by the Transaction team Manager.
- Work with other finance officers and Transaction Manager agreeing priorities and workload
- Filing and general office work
- Adhoc duties in line with the running of the Finance department under the leadership of the Transaction Manager
- Understand and become superuser of the Expense, Procurement, Events systems and Sunsystem accounting suite
- Continuous improvement and development
- Improve and maintain first in class customer service

Person Specification

Skills and Abilities

- Ability to work under pressure and meet tight deadlines (E)
- Methodical and systematic approach to work (E)
- Ability to communicate clearly and concisely (E)
- Good attention to detail (E)
- Able to appreciate the need for confidentiality and discretion (E)
- Strong numerical skills (E)
- Excellent IT skills, focussed on providing clearly written material for distribution to various internal stakeholders (E)
- Good understanding of double entry bookkeeping some higher level AAT qualification (E)

Knowledge and Understanding

- Sound basic accounting knowledge (E)
- Familiarity with the use of computerised spreadsheets (E)
- Good understanding of computerised accounts systems (E)
- Good understanding of electronic payment systems (D)

- Good understanding of the principles of VAT (D)

Experience

- Experience of working within an accounts department (E)
- Experience of using computerised accounting systems (E)
- Experience of using Sun Accounts System (D)
- Experience of using Microsoft Office (E)

Personal Qualities

- Commitment to the values of the Scouts
- Commitment to ensuring an excellent quality of customer service
- Commitment to own development and performance improvement
- Confident in working with colleagues