

## **JOB DESCRIPTION**

**JOB TITLE:** FINANCE OFFICER  
Reporting to: Assistant Accountant

### **JOB PURPOSE**

To support the Head of Finance and the Assistant Accountant in providing a comprehensive, efficient, high quality finance function for the Group.

To provide general financial administration for all Skills and Educations Group companies.

### **MAIN DUTIES AND RESPONSIBILITIES**

- 1 To process sales invoices, both manual and importing from external systems as necessary.
- 2 To implement the company's debt collection policies across all companies.
- 3 To process prepayments and accruals across all companies.
- 4 To process cash and banking transactions including automated receipts and payments, credit card transactions, cash, cheques and petty cash for all companies.
- 5 To process employee expense claims for all companies.
- 6 To reconcile bank statements for all companies.
- 7 To process all purchasing transactions and to raise BACS transfers for approved payments to suppliers, ensuring that all payments are correctly authorised and approved.
- 8 To manage and respond to emails received into the finance email boxes in a timely manner, escalating where appropriate.
- 9 To assist with the processing of moderator and EPA payrolls for all companies.
- 10 To maintain the fixed asset register in all companies.
- 11 To provide input to the production of monthly management accounts as required.
- 12 To provide input to the preparation of end of year financial statements as required.
- 13 To process and analyse data in order to support costing, the claiming of funds and the provision of ad hoc financial information as required.
- 14 To ensure appropriate security and confidentiality is maintained at all times.
- 15 To provide day to day support to the Assistant Accountant and Head of Finance.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Head of Finance.

The post holder will be expected to adopt a flexible approach to ensure the efficient and effective running of the Group.

### **OTHER DUTIES**

- 1 To ensure awareness of and compliance with all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by Skills & Education Group for individual or collective use in the performance of duties.
- 3 To keep up to date, so far as is necessary for the efficient execution of the job, with new legislation, procedures and methods and ensure that members of the team undertake appropriate training and development.
- 4 To participate in the Group's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the job and to support the Group's strategic objectives.
- 5 To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
- 6 To present an appropriate professional image in official Group business.

### **TERMS AND CONDITIONS**

The job is subject to the terms and conditions determined by Skills and Education Group

April 2021