

## **JOB DESCRIPTION**

**JOB TITLE: FINANCE OFFICER**

Reporting to: Head of Finance

### **JOB PURPOSE**

The Finance Officer is responsible for managing the day-to day financial operations of the organisation, ensuring accurate record-keeping & compliance with financial regulations.

The role involves processing transactions, maintaining accurate financial records and assisting with reporting and administration tasks. The Finance Officer ensures the smooth running of financial processes and compliance with organisational policies and regulations.

To support the senior management.

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

### **MAIN DUTIES AND RESPONSIBILITIES**

- 1 Process day-to-day financial transactions, including accounts payable, accounts receivable, both manual and importing from external systems as necessary. Ensure transactions are recorded accurately and on time.
- 2 Prepare and issue invoices to clients and follow up on outstanding payments. Liaise with Credit Controller.
- 3 Implement the company's debt collection policies across all companies.
- 4 Maintain accurate and up-to-date financial records and ledgers.
- 5 Assist in maintaining the general ledger and ensure all entries are properly coded.
- 6 Reconcile bank statements and ensure all discrepancies are resolved promptly. Reconcile credit card transactions, cash, cheques and petty cash for all companies.
- 7 Process employee expense claims for all companies.
- 8 Process BACS transfers for approved payments to suppliers, ensuring that all payments are correctly authorised and approved, with supporting documentation.
- 9 Respond to emails from Internal and External Stakeholders received into the finance email boxes in a timely manner, escalating where appropriate.

- 10 To process and analyse data to support costing, the claiming of funds and the provision of ad hoc financial information as required.
- 11 Ensure compliance with all relevant financial regulations, policies and procedures.
- 12 Support the finance team in preparing for Audits by maintaining accurate records & supporting documentation.
- 13 Ensure appropriate security and confidentiality is always maintained.
- 14 Provide day to day support to the Finance Manager and Finance Director.

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

March 2026