

### **Overview**

As our Finance Officer within a busy and dynamic Finance team, you will carry out finance and administrative tasks alongside the implementation of administrative and data collection systems in line with Carr Gomm policies and procedures. You will be expected to provide accurate advice and support and contribute to the development of the finance department.

You will demonstrate and promote the Carr Gomm's values in your day-to-day work, with a person-centered approach. These values are: *Choice, Control, Interdependence, Respect, Openness & Honesty and Efficiency, Joint Working and User Involvement.*

### **Responsibilities & Success Factors**

Reporting to the Operations Manager, the Finance Officer role is essentially a generalist role however the successful individual will be well-versed in the functionality of finance as a whole and have an ability to work to deadlines, whilst maintaining excellent accuracy in all aspects of your work.

Success in this role includes:

- Prepare monthly bank reconciliations.
- Assist with monthly management accounts tasks e.g., Balance Sheet reconciliations, journal posting, administration.
- Prepare and post weekly bank transactions.
- Prepare monthly/ad hoc profit and loss analytical information.
- Administration of online expenses system.
- Monitoring of Finance email accounts and dealing with queries.
- Assist with external reporting to local authorities.
- Provide cover for/assist the Finance Officer (Accounts Payable) as required (during staff absence or high workload).
- Assist the Sales Ledger team as required (during staff absence or high workload).
- Assist with the preparation of year end information.
- Assist with the annual budgeting process.
- Maintain appropriate filing systems.
- Develop and maintain strong relationships with internal/external customers and suppliers.
- Deal with internal and external queries directly and via the Finance email account.
- Maintain and develop finance systems in accordance with Carr Gomm policies and procedures.
- Ensure Finance policies and processes are adhered to and are 'fit for purpose'

This outline is by no means exhaustive; it gives a flavor of the responsibilities and skills required.

### **What we are looking for...**

We are looking for a keen and enthusiastic person to support the delivery and development of our finance department. The demands of the Finance Officer role require an administrative approach and the ability to work confidently and accurately whilst demonstrating initiative is essential.

Successful Finance Officers come from different backgrounds and have a range of work and life experiences. All are logical with an organised mind and great attention to detail, ensuring fixed deadlines are met. Excellent organisational and planning skills are essential as is the ability to respond quickly to changing environments.

**Your benefits will include:**

- A salary of £23,953 - 25,828 per annum
- 35 days' holiday per year, increasing to 40 days with length of service
- Enhanced maternity, paternity, adoption and sick leave
- A Defined Contribution pension scheme, with incremental employer contributions
- Membership to Lifeworks; employee well-being and perks platform
- Membership of a credit union
- Cycle to work scheme
- Discounts with leading hotels

**Person Specification – Finance Officer**

<b>Competency/Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a Finance role covering a range of Finance functions and activities.		√
<b>Knowledge, Skills and Abilities</b>		
<u>Decision Making</u>  Ability to work confidently, accurately and to use your own initiative.  Being able to take initiatives forward within a given framework and direction. Understand when it is important to refer decisions back to a more senior member of staff or the team.  Understand the role and operation of systems within a complex organisation. Be able to follow set systems and contribute to the continuous improvement of administrative procedures or the development of new ones.	√   √  √	
<u>Verbal Communication skills:</u>  Ability to understand and pass information to people with different levels of understanding.  Ability to present information in concise clear manner to an individual or the team.	√	√
<u>Interpersonal Skills:</u>  Team player.  Assertive and confident when working across reporting lines.  Professional telephone manner.  Being able to build good working relationships – remotely or face to face.	√  √  √  √	

<p><u>Written Communication skills:</u> Ability to write clearly and to produce management information if required.</p> <p>Being able to adapt the style to the purpose and audience of each piece of written work.</p>	√	√
<p><u>Time management:</u> Ability to plan and prioritise multiple tasks simultaneously in a proactive manner. Managing the expectations of managers and peers.</p>	√	
<p><u>IT Skills:</u> Good working knowledge and experience of the Microsoft Office suite (Outlook, Excel, Word)</p> <p>Good working knowledge/experience of Sage 200 or other finance-based software.</p>	√	√
<p>Understand the role and operation of Finance within a complex organisation.</p>	√	
<b>Educational</b>		
<p>Hold a current Financial Qualification or at least two years' relevant experience; or a recent graduate.</p>		√
<b>Personal</b>		
<p>Reliable, consistent, focused and flexible in both outlook and approach.</p>	√	
<p>Excellent attention to detail.</p>	√	
<p>Ability to work to deadlines whilst managing a busy and varied workload.</p>	√	
<p>Ability to think logically and to be proactive.</p>	√	
<p>Good understanding of the importance of confidentiality and the ability to respect this in practice in relation to people supported and colleagues.</p>	√	
<p>Understanding and acceptance of Carr Gomm values and the ability to put these into practice in day to day working.</p>	√	