

FINANCE OFFICER Job Description

JOB TITLE:	Finance Officer
SALARY:	Permanent £22,000 pa pro rata
HOURS OF WORK:	16 - 20 hours per week (negotiable & flexible hours)
WHERE:	Office based role, Pewsham, Wiltshire
RESPONSIBLE TO:	Director of Operations

JOB CONTEXT

Jane James and Associates Ltd offers an Expert Witness service for personal injury and clinical negligence litigation both in the UK and abroad. We are a successful SMB who prides itself on its workforce and the ethos of team work at all levels.

JOB PURPOSE

The Finance Officer is responsible for maintaining the financial accounting and other administrative services in order to meet financial and legal requirements of a SMB and to support the Director of Operations.

KEY RESPONSIBILITIES

SALES LEDGER :

- Produce sales invoices based on information provided.
- Process invoice receipts following payment.
- Implement credit control procedures for late payment of invoices.
- Liaise with customers on invoice queries
- Reconciliation of sales ledger control account (SAGE).

PURCHASE LEDGER :

- Check and code purchase invoices based on information provided.
- Process purchase invoices when authorised.
- Organise payment of suppliers according to terms.
- Liaise with suppliers on purchase queries.
- Reconciliation of purchase ledger control account (SAGE).
- Develop use of BACS for supplier payment.

PAYROLL & STAFF EXPENSES :

- Undertake monthly payroll in accordance with schedule and submit PAYE and NI returns.
- Check and code expense claims based on information provided.
- Process expense claims when authorised.
- Organise payment of staff expenses as soon as possible.
- Develop use of BACS for expense payment.

BANK & PETTY CASH :

- Monitor bank receipts & payments.
- Reconciliation of bank control account & petty cash (SAGE).
- Undertake all banking duties
- VAT returns

NOMINAL LEDGER :

- Process nominal journals as required
- Produce monthly management reports as requested
- Assist in development of nominal coding and use of SAGE
- Liaise with Director of Operations on all financial matters
- Liaise with auditors on accounts queries

ADMINISTRATIVE ACTIVITIES :

- Ad hoc Office administrative duties
- Check Expert report figures and calculations are accurate
- Assist the Director of Operation with various clerical & office duties

OTHER:

- Sharing knowledge and information with other team members
- Ensuring that all requirements outlined in procedures and policies are personally adhered to
- Undertaking such other duties as may be delegated to the post-holder from time to time

CHANGES

This is a description of the job as it is presently constituted. It is the practice of Jane James and Associates Ltd to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

This job description is supported by annual objectives and performance standards to provide an indication of the level of performance expected from the role.

PERSON SPECIFICATION

JOB TITLE: Finance Officer

RESPONSIBLE TO: Director of Operations

	Essential	Desirable
Qualifications and Experience	<p>Minimum of 3 years' experience of computerised accounting programmes (SAGE – stage 3) or similar and accounting principles</p> <p>Experience of preparing financial statement and reports for the management team</p>	ATT qualified or qualified by experience book-keeper
Skills	<p>Excellent accounting and book keeping skills</p> <p>Excellent verbal communication skills</p> <p>Excellent level of formatting data in reports</p> <p>Effective organisational skills</p> <p>Excellent administrative skills</p>	
Abilities	<p>Excellent computer skills including the ability to operate spreadsheet and word processing programmes at a high proficiency level</p> <p>Ability to analyse and transfer data and be good with numbers</p> <p>Ability to self-motivate and organise time effectively</p> <p>Ability to work flexible hours occasionally</p>	

<p>Personal qualities</p>	<p>Ability to use own initiative appropriately</p> <p>Ability to work individually or as part of a small team</p> <p>Confidence in abilities</p> <p>A down to earth and flexible attitude</p>	<p>Enthusiasm and drive, persistence, tact, self confidence, courtesy</p>
<p>Other</p>	<p>Honest, respectful and trustworthy</p> <p>Demonstrate sound work ethics</p> <p>Commitment to equal opportunities</p>	