



Job Description

Key details

Job title:	Finance Officer
Reports to:	Finance Manager
Business/Division	Finance
Status	Temporary/37.5 hours per week
Location	Hollywood
Salary	NJC Pay Scale S5 – S6 £20,456 - £24,174 pa

Job role

Maintaining and updating financial systems and processes

Key responsibilities

- Purchase Ledger including communication with suppliers to ensure all accounts are reconciled and accurate. Responsibility for obtaining authorisation and posting of bills to the purchase ledger and all payments to suppliers via bank transfer, cheque and debit/credit card
- Sales ledger including setting up new customer accounts, raising contract and service invoices and managing credit control
- Processing credit card payments and providing proof of payments/receipt to customers
- Reconciling payments from customers, raising invoices as required
- Ensure regular periodic invoices are produced accurately and on time
- Ensuring that all receipts are recorded on the appropriate system
- Highlighting arrears to Rent Officer
- Management of VHE petty cash system. Analysis and posting of petty cash on a monthly basis.
- Administration of VHE's pension scheme, ensuring monthly assessments are processed in timely manner
- Bank statement and credit card reconciliations
- Assisting the Finance Manager with the creation and completion of the weekly & month end accounts, audit files and budgets/forecasting
- General finance administration such as filing and archiving material when financial year is complete
- Assisting VHE with finance queries
- Assist with debt management procedures including the resolution of customer queries, using initiative to diarise and chase payments, on ground rent arrears cases. This includes client contact via Telephone/letter/email in cases of cancelled/unpaid direct debits
- Ensure compliance with Financial Regulations and Internal processes as necessary for the proper administration of VHE's affairs



Person Specification

Job Title		Finance Officer
Reports to	Finance Manager	
Base location	Holywood	
Jobholder requirements		
	Essential	Desirable
Qualifications	Educated to GCSE A-C or equivalent certified experience/ qualification.	Working towards Accounting Technicians Qualification
Knowledge	A good working knowledge of a computerised accounting system	Familiarity with the Arthur/Xero/Omniledger financial suite.
Experience	<p>2 years' experience in an all-round finance role where the applicant has held full responsibility for managing purchase and sales ledger. Ideally within a busy environment and a role where they have had to "hit the ground running".</p> <p>Experience of working within a reporting environment, able to clearly and concisely highlight achievements and concerns.</p>	<p>Knowledge of the 3rd sector/charity accounting requirements/guidelines</p> <p>Previous experience of working with housing benefits and rents/tenancies</p> <p>Creation of interim management accounts</p>
Skills	<p>Ability to deal with a broad range of customers.</p> <p>Ability to communicate clearly with people at all levels, external callers and contractors. Using telephone, written and face to face contact.</p> <p>Excellent IT skills especially the use of spreadsheets and word processing.</p> <p>Proficient in Microsoft Office packages and, in particular, Microsoft Excel.</p>	

Additional Requirements	
Personal Attributes	<p>Can work on their own initiative and has great attention to detail</p> <p>Passionate about delivering customer service excellence</p> <p>The ability to relate to and understand all areas of the Charity's operations</p> <p>Committed and performance driven with the ability to work to tight targets and deadlines</p>
Travel	Occasional travel and out of hours working
Access NI	You must be willing to undertake a basic Access NI Check



Key competencies and Behaviours

Competency	Behaviours
Communication	<ul style="list-style-type: none"> • Actively promotes two-way communication • Passes on information to the right person at the right time • Shows empathy and genuine interest when listening and/or responding to others • Keeps people up to date with information
Problem Solving	<ul style="list-style-type: none"> • Strives at all times to do things the right way first time • Identifies and takes personal ownership of problems and escalates where necessary • Generates or finds possible solutions to problems • Follows problems through to resolution • Not afraid to explore mistakes for key learning and share this with others
Conduct and Values	<ul style="list-style-type: none"> • Motivated to work effectively • Has a positive attitude to work, 'lives' the values" and conducts him/herself accordingly
Working with Others	<ul style="list-style-type: none"> • Contributes in Team Meetings • Recognises when help is needed • Helps to build team harmony and adapts style to the team they are working with • Builds strong and constructive working relationships • Is aware of personal impact on others and uses this to build a positive working environment • Inspires others to work better together by contributing to a happy work environment
Planning and Organising	<ul style="list-style-type: none"> • Looks ahead and sets plans to meet short, medium and long term needs • Agrees plans for the completion of tasks and goals • Monitors progress to ensure deadlines are met • Organises own time effectively to meet plan timescales • Organises work clearly and methodically • Provides regular updates • Adapts to changes in plans