Job Description
FINANCE OFFICER

All criteria are <u>Essential</u> unless indicated otherwise

Reports to: Senior Finance Officer

Responsible for: n/a

Overall Job Purpose:
Support the operation of the Finance function and the delivery and development of high quality finance strategies and systems that enable Barcud to meet its business objectives and the needs of internal and external stakeholders

Key Responsibilities –

Finance:

- Undertake a wide range of support activities to the Finance Team to assist the delivery of services in a timely and customer-focused manner.
- Be a point of contact within the finance department for telephone, post, and email queries from all contacts including sub-contractors, suppliers, tenants, leaseholders, other organisations and staff. Be a point of contact for staff from other departments regarding transaction questions.
- Input documentation to the Group's financial management systems ensuring that records maintained are accurate, timely and made in accordance with relevant legislation.
- Reconcile financial transactions such as bank, petty cash and credit card reconciliations.
- Ensure that policies and practices are adhered to in line with current financial legislation, recognised best practice and appropriately to organisational needs.
- Produce and ensure the accuracy of a weekly BACS payment run and take ownership of the correct allocations of the purchase ledger.
- Create and input journals as necessary on a regular basis.
- Maintain effective relationships with suppliers and other stakeholders.
- Be a point of contact for staff from other departments regarding transaction questions.
- Provide finance support collaboratively across the Group's services.
- Contribute to the month end process, ensuring transactions are inputted in a timely manner.
- Maintain details of all checks and conformations done to supplier bank and contact details.

- Actively participate in any audit inspections providing the necessary support and advice as appropriate.
- Produce financial information and reports when requested.

People:

- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicating the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets.

Corporate

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services.
- Promote Health and Wellbeing initiatives throughout the organisation.
- Provide excellent customer service to all internal and external customers.
- Work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the Association and its employees comply with all legal, statutory and regulatory requirements along with best practice.
- In all aspects of the Association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
- Carry out such other duties and responsibilities as may reasonably be requested.

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.

Personal Specification

FINANCE OFFICER

This person specification details the experience and skills for the position of Finance Officer at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications

- 5 GCSE's or equivalent including English or Welsh and Mathematics.
- Evidence of proactive professional development.
- Evidence of office/financial experience.

Experience

- Assisting with the delivery of a Finance service, preferably in a non-for-profit environment.
- Experience of financial transactions and accounts maintenance.
- Providing a customer-based service.
- Achieving targets and objectives.
- Working collaboratively across an organisation.
- Public sector or Housing Association experience. (D)

Skills / Knowledge

- Understanding of financial processes, procedures and systems.
- Awareness of challenges in the delivery of a Finance service.
- Use of financial accounting software packages. (D)
- A strong commitment to a people focused culture.
- Sound numerical, reasoning and written communication skills.
- Ability to speak Welsh. (D)
- Able to set appropriate and challenging performance targets for self.
- Good IT skills with proficiency in the use of the Microsoft Office package.
- Adapt positively to change with flexible approach to the requirements of the job.

I have read, understood and agree to the above job description and person specification

Name _____

Date _____

Signature _____