

## Job Description: Finance Officer

**Reports to:** Finance and Estates Manager

**Start date:** ASAP

**Location:** Rochester, Kent

**Salary:** Up to £25,000 pro rata, 27 hours per week

### The Role

Providing support to the Finance and Estates Manager in delivering the finance functions for the **Richard Watts and the City of Rochester Almshouse Charities** and assist with other financial tasks to ensure the efficient functioning of the finance team.

### Key responsibilities

#### Sales & Purchase Ledger

- Ensure all debtor invoices are produced in a timely manner and debts are collected in line with agreed payment terms
- Ensure all income received is recorded and allocated accurately
- To process supplier invoices and employee expenses claims as required, ensuring accounting records are accurate and up to date.
- To carry out BACS payments run as required
- To record and allocate all direct debits on a daily basis
- Assist with month end and year end activity

#### Other

- To act as the first point of contact for the finance and estates team.
- To carry out monthly bank reconciliations.
- To complete payroll and pensions administration
- To assist in the production of monthly management account reports
- To provide financial processing support to the Home Help Service
- Maintain finance filing systems, ensuring that records are suitable for audit purposes
- To undertake other various responsibilities as directed by Finance and Estates Manager.

## Person Specification: Finance Officer

### Qualifications

- 5 GCSE's A\*-C or equivalent including Maths and English
- Right to work in the UK.
- Accountancy qualification eg IAB, AAT (desirable)

### Knowledge and experience

- Experience of using Sage 50/200 and Sage Payroll software
- Good experience of purchase ledger and accounts receivable.
- Knowledge of financial processes and procedures required for purchasing, cash handling and security to prevent risks of fraud.
- Experience of improving, streamlining and implementing processes.

### Personal qualities

- Ability to work as part of a team and contribute effectively to the wider team objectives at the organisations as deemed necessary
- Ability to communicate effectively with external suppliers, non-financial and senior staff.
- Able to follow instructions accurately but make good judgements.
- Willingness and ability to learn and operate new systems and processes. Assess their effectiveness and make improvements as required.
- Helpful and positive nature, and able to remain calm under pressure.
- Helpful, approachable, and positive nature

### Specific skills

- Must be able to communicate with others effectively across the organisation including residents
- Must be able to work with a high level of attention to detail
- Must be able to demonstrate strong numerical analysis skills in day-to-day tasks
- High level of proficiency with Microsoft Office especially Excel, Outlook, Sage Accounts and Sage Payroll
- Strong organisational and time-management skills
- Ability to build effective working relationships while remaining discrete and confidential

### Other

- An understanding of, and empathy for, the ethos and ambitions of the **Richard Watts and the City of Rochester Almshouse Charities**
- This post is subject to an enhanced Disclosure & Barring Service (DBS) check