

Job Description

Finance Officer

Responsible to: Director of Operations
Hours: 37 Hours per week (full-time)

Main purpose of job:

To take a lead in ensuring the smooth day-to-day running of the finance function and support the Director of Operations in maintaining and developing the Financial department using the appropriate accounting software and associated applications. To assist the Director of Operations in ensuring the business remains compliant with all statutory financial regulations that apply to it and help co-ordinate the preparation of data to meet key reporting requirements. Help drive forward the modernisation and digitalisation of the financial management systems.

Main duties:

The role includes but is not limited to:

Finance & Administration

1. To be responsible for accurate data input and analysis using accounting software and other commercial systems
2. Processing transactions including purchase ledger, sales ledger, nominal ledger, payroll journals, general journals, bank posting; and helping resolve any related issues
3. Management and processing of Company and production payrolls to ensure staff are paid accurately and on time.
4. Monthly reconciliations in partnership with main Finance team.
5. Monitor and process expenses and co-ordinate the management of company credit cards
6. Take a leading role in the preparation of the annual accounts under the direction of the Director of Operations
7. Co-ordinate cash management and banking within the organisation under the direction of the Director of Operations

8. Give administrative support to the Director of Operations
9. Working with production accountants to regularly review costs managers in identifying any variances to budget and raise any concerns of risks of overages
10. Working with Business Affairs team to ensure progress on agreements to be signed
11. Prepare production cashflow forecast on regular basis to identify and raise any cash funding requirements
12. Working with OTC team to ensure billings raised in timely fashion in line with production agreements and any escalation issues dealt with promptly
13. Working with production accountants and main finance team to ensure reconciliation of finance actuals with production accounting system and production cost managers
14. Assist with payroll processing and pensions and resolving related issues and the issuing of associated notices and documents
15. Support any IT systems enhancements and implementations i.e. Access Dimensions
16. Take a leading role in processing and monitoring grants, donations and support non-financial managers with associated processes and documentation
17. Support the Director of Operations in the setting and monitoring of budgets and assist non-financial managers in interpreting, preparing and monitoring related information.
18. Support and train Budget Holders and other staff in using financial information, systems and tools, and work with managers to resolve more complex issues and develop appropriate financial systems.
19. Support the Director of Operations with filing reports and notices with Government bodies, Companies House and the Equality Commission and take a leading role in the preparation of related information.
20. Liaise and support operational functions of the organisation and work closely with others members of the operations team.

Organisational

21. Attend meetings and liaise with colleagues as required
22. Attend training relevant to the role
23. Comply with all relevant Health & Safety Guidelines
24. Work with colleagues to actively promote the work company
25. Undertake any such appropriate duties as directed by the company from time to time

Key contacts and relationships

1. Internally the post holder will work closely with the Director of Operations, Managing Directors, Operations Team, Head of Departments, Budget Holders across productions and main Finance team.
2. Externally the post holder may have to manage relationships with a range of financial stakeholders including suppliers, customers, grant awarding bodies and statutory agencies.

Profile

The successful candidate for the Finance Officer role will have a background in Finance and ideally a keen eye for reporting and analysis. Additionally, the candidate will need to have a strong working knowledge of Microsoft packages, including advanced excel skills along with the ability to interpret complex financial data. Supervision of staff members may also be required.

Person Specification – Finance Officer

Essential	Desirable
An appropriate financial qualification (or in process of gaining similar qualification)	
Experience of working with Access Dimensions or similar accountancy software	Excellent working knowledge of Access Dimensions and an enthusiasm to learn more
Experience of Petty Cash management	
Excellent computer skills including using main Microsoft packages as well as experience of remote working and related systems	Experience of using digital tools to modernise a finance function
Experience of payroll administration	
Experience of supporting the preparation of annual accounts and organisational budgets	
The ability to work effectively as part of a team as well as the ability to work alone	
Good interpersonal skills	
Good communication skills (verbal and written)	Excellent communication skills with the ability to coach and support non-financial staff in developing their financial skills
Sound understanding of the differing requirements of management accounts and statutory accounts	
High organised and methodical	
The proven ability to maintain resilience and optimism in the face of challenges and changing priorities and circumstances	
Ability to travel on occasion to different locations	