

# Finance Department

## Job Description

**Job Title:** Finance Officer

**Benefits:** Currently under review

**Hours of Duty:** 37.5+ Hrs per week

**Department:** Finance

**Office Location** The place of work will be Thursford Collection, Thursford, Fakenham, Norfolk, NR21 0AS.

**Responsible to:** Financial Controller

### Key Working Relationships:

**Internal:** All staff within the office and all other departments of The Thursford Collection Limited ("Collection") & Thursford Enterprises Limited ("Enterprises").

**External:** Collection and Enterprises Bankers, auditors and other professional consultants and advisors as necessary.

### Job Summary:

The main purpose of the job is to process the financial transactions for both the charity Collection and its 100% owned trading subsidiary Enterprises and assist the Financial Controller to generate complete, accurate and timely budgets, monthly management accounts and financial statements.

### Main Duties/Key Results Areas:

#### ***Cash Book and Bankings***

- Assist with Cash Counting as and when required
- Input cash receipts and payments to Cash Book daily
- To reconcile bank accounts monthly

#### ***Purchase Ledger***

- To operate the computerised Purchase Ledger to ensure Purchase Ledger invoices are correctly authorised in accordance with financial procedures and ensure that payments to suppliers are made on time.
- To reconcile suppliers' statements and control accounts monthly.

#### ***Sales Ledger***

- To operate the computerised Sales Ledger ensuring the accurate and timely issuing of invoices to customers.
- To monitor Sales Ledger accounts and perform credit control procedures to ensure prompt payment by clients.

### ***Petty Cash***

- To operate the petty cash account and refund staff cash based on the presentation of correctly authorised Petty Cash Voucher.

### ***Nominal Ledger***

- Input of monthly journals including Depreciation, Accruals and Prepayments, Interest Calculations, Capital Expenditure and assist with reconciliation of the control accounts.
- Assist with Bank reconciliations
- Assist with Quarterly VAT returns

### ***Stock***

- Oversee Goods Inwards procedures and update the stock systems

### ***Payroll***

- Input of monthly payroll information from timesheets and working closely with the HR Department
- Process payment of authorised payroll and associated staff expenses

### ***Fixed Assets***

- Input fixed asset additions and disposals into the Fixed Asset Register
- Preparation of the monthly depreciation journal

### ***Management Accounts***

- Assist with the preparation of monthly management accounts for Management and Board

### ***Budgets***

- Input budgets from departmental managers
- Liaise with budget holders throughout the year and maintain on-line financial records.
- Ensure regular monitoring of Collection and Enterprises expenditure against budget.

### ***Training and study***

- Undertake training and appropriate courses to ensure continuing professional development is maintained.

### ***General duties***

**Undertake such other reasonable duties** as may be required by the CEO or General Manager.

**Person Specification:**

Desirable      Essential

**Knowledge & Skill**

At least 2 years experience of working in a Finance Environment.

✓

Able to communicate clearly and effectively, both orally and in writing.

✓

An understanding of basic accounting and finance procedures.

✓

Able to work in an organised manner to tight deadlines.

✓

Able to work accurately with attention to detail.

✓

Numerate and comfortable working with computerised accounting systems.

✓

Personal commitment to organisational excellence; displays honesty, integrity, and a strong sense of ethics in all decisions and actions

✓

Having a systematic and logical approach to problem solving.

✓

To be competent in the use of Microsoft Office Software, particularly Excel, by making use of advanced formulas and tools within the programme.

✓

The ability to make the best use of accounting systems and software.

✓

**Qualifications & Experience:**

Association of Accounting Technicians Qualification or working towards

✓

**Personal Attributes:**

Ability to work under pressure to meet targets and deadlines.

✓

Calm and professional disposition.

✓

Self motivated and enthusiastic.

✓

Able to respond effectively to changing priorities.

✓

Able to manage a high-volume workload.

✓

**THIS JOB DESCRIPTION IS NOT AN EXHAUSTIVE DOCUMENT BUT IS A REFLECTION OF THE DUTIES AND RESPONSIBILITIES APPLICABLE AT THE TIME OF ISSUE. In consultation with the post holder, details and emphasis are subject to amendment and revision in the light of the changing needs of the Collection and Enterprises.**

**UPDATED – JANUARY 2019**