

East Park Job Description

Job Title: Finance Officer (part time – 2 days)
Responsible to: Finance Manager
Principal Working Contacts: Wide ranging – internal and external

Job Purpose

To support and assist the Finance Manager in providing a full financial and management accounting and reporting service across East Park.

Key Responsibilities

Recording and Reporting of Financial Information

- Maintain the accuracy and integrity of the financial accounting system (currently Sage 50).
- Review and update the chart of accounts as required, ensuring it continues to meet the needs of East Park.
- Carry out month end control account and bank reconciliations.
- Assist in the production of month end financial management.
- Provide detailed financial analysis as required.
- Understand financial controls and procedures, and ensure these are complied with.

Payroll

- Prepare, verify and input all payroll data to the payroll system (currently Sage 50) e.g. new starts, terminations, allowances, deductions, sickness, tax notifications, pension notifications, travel expenses etc.
- Ensure correct terms and conditions are applied to employees, and that the appropriate pension scheme and national insurance category are applied.
- Process and reconcile monthly payroll, reviewing all relevant reports to ensure integrity of figures, and checking ledger feeder information.
- Carry out statutory maternity pay and statutory sick pay calculations, liaising with HR and Admin team as required.
- Input pay increments and pay rises when due, and maintain record of appropriate rates of pay for all staff.
- Transfer pay file to banking system to ensure payment made to employees on due date.
- Run all relevant payroll reports, and maintain copy.
- Prepare reports and documentation for payment to third parties e.g. HMRC, pensions, unions etc, and ensure payments are made on time.
- Deal with pay queries from employees and outside agencies.
- Carry out year-end tax procedures and the production of all documents for payroll, reconciling figures with payments made. Forward all necessary returns to relevant statutory organisations, and issue P60s to all employees.

Fee Income and Credit Control

- Liaise with colleagues at the start of the financial year to confirm fee levels to be charged, and issue appropriate correspondence.
- Set up and maintain customer records, invoices and payments on the financial accounting system (currently Sage 50).
- Issue all fee invoices in a timely manner.
- Monitor payment of invoices, and chase up overdue debtors using reminder letters and/or phone calls as required.
- Download remittance advices sent by email, and reconcile payment received into bank.

Purchasing and Payment of Invoices

- Ensure invoices received daily are checked and signed by an appropriate authorised signatory.
- Batch authorised invoices on fortnightly basis, and arrange for payment through banking system.
- Prepare and issue remittances for all payments made.
- Set up and maintain supplier records on the financial accounting system (currently Sage 50).
- Record all invoices on the financial accounting system, and update for payment from bank statements once made.
- Ensure that any payments made by East Park's credit card have appropriate authorised paperwork.
- Reconcile the credit card statement monthly, and record payments onto the financial accounting system.
- Ensure payments by direct debit through the bank are recorded on the financial accounting system, and appropriate paperwork exists in support of payments.

Cash, Donations and Banking

- Control distribution of petty cash within the main East Park location.
- Collect any cash received into East Park e.g. contributions to fees, donations from public etc.
- Liaise with fundraising team and record all donations received.
- Maintain security of all cash and cheques received, and arrange for banking as soon as possible.
- Check online banking system on a daily basis, and ensure all transactions are identified and recorded appropriately.

General Responsibilities

- Dealing with general financial correspondence and queries.
- Liaising with external agencies.
- Perform other appropriate duties to support the whole Resources team as required.
- Keep up to date with developments and changes in regulations that affect the role.
- Comply with East Park's policies on Safeguarding, Health and Safety, and Equal Opportunities.
- Promote confidentiality as detailed in East Park's Code of Conduct Policy.
- Promote East Park at all times.

East Park Person Specification

Position: Finance Officer

KEY FACTORS	ESSENTIAL	DESIRABLE
Knowledge, Education and Qualifications	<ul style="list-style-type: none"> • Sound knowledge and experience of financial accounting systems. • Knowledge of financial processes and procedures. 	
Work Experience	<ul style="list-style-type: none"> • Experience of maintaining financial accounting records and producing financial reports. • Experience of working in financial environment, and understanding of nominal ledger, debtors, creditors and payroll. • Experience of financial controls and reconciliations. 	<ul style="list-style-type: none"> • Experience of Sage 50 Accounts and Payroll
Skills	<ul style="list-style-type: none"> • Ability to work to deadlines and prioritise workload. • Numeracy skills and ability to analyse financial data. • Excellent administrative and organisational skills • Able to effectively engage with all colleagues. • IT skills, particularly financial accounting packages, and Microsoft Excel and Word. • Good communication and customer care skills. • Ability to use initiative. • Ability to work as part of a team. 	
Personal Qualities	<ul style="list-style-type: none"> • Conscientious • Positive attitude • Approachable • Adaptable to change • Flexible 	