



## Job Description

### Senior Finance Officer

All criteria are Essential unless indicated otherwise

**Reports to:** Assistant Director of Finance

**Responsible for:** Finance Officers (4), Finance Assistant, Finance Apprentice

**Overall Job Purpose:** Support the Assistant Director of Finance, in managing all procedures up to and including the completion of the Trial Balance including Creditor Payments, Debtor Invoices, Bank Reconciliations etc. Management of Team Members including Finance Officers, Finance Assistant and Finance Apprentice.

#### **Requirement:**

This role requires an up-to-date and satisfactory enhanced (barred list) DBS Certificate

#### **Finance:**

- Lead, supervise and motivate team members to ensure that services are delivered in a timely and customer-focused manner.
- Be responsible for the Creditor Payments function.
- Be Responsible for the reconciliation of financial transactions such as bank, petty cash and credit card reconciliations.
- System Administrator for Financial Systems Ensure Integrity and accuracy of financial information from feeder systems.
- Manage/Provide training in Creditors and Procurement Systems.
- Produce, Maintain and Monitor the monthly checklist for all financial tasks
- Monthly closedown of the financial period in line with deadlines, including processing accrual and prepayment journals
- Responsible for the upkeep and monitoring of the non-property fixed asset register including the calculation and posting of monthly depreciation
- Assist the Management Accountant in the annual preparation of budgets
- Oversee the production and accuracy of the weekly BACS payment run ensuring the correct allocations of the purchase ledger.
- Be a point of contact for more complex and/or contentious enquiries within the finance department for telephone, post, and email queries from all contacts including sub-contractors, suppliers, tenants, leaseholders, other organisations and employees

- Ensure that policies and practices are adhered to in line with current financial legislation, recognised best practice and appropriately to organisational needs.
- Maintain effective relationships with suppliers and other stakeholders.
- Provide finance support collaboratively across the Group's services.
- Actively participate in any audit inspections providing the necessary support and advice as appropriate and manage the responses for the team.
- Responsible for the production of financial information and reports as requested.
- Able to work across 3 locations on a regular basis.

### **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**

### **Senior Finance Officer**

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

#### **Qualifications**

- AAT Qualified or equivalent professional experience.
- Evidence of proactive professional development.

#### **Experience**

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

#### **Skills / Knowledge**

- Good understanding of financial processes, procedures and systems.
- Awareness of challenges in the delivery of a Finance service.
- Good understanding of financial accounting software packages.
- A strong commitment to a people focused culture.
- Sound numerical, reasoning and written communication skills.
- Able to set appropriate and challenging performance targets for self.
- Ability to lead and manage employees and set appropriate and challenging performance targets.
- 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.
- Ability to work collaboratively across an organisation to ensure a high-quality Finance service is being provided.
- Ability to speak Welsh. (D)

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_