

## JOB DESCRIPTION

**Job Title:** Finance Officer  
**Reports to:** Accounting Manager  
**Line Management:** Nil.

### Job Summary

Manage the purchase ledger in respect of overhead payments, ensure invoices are accurately coded and sent through the correct approval routes / right Budget Holder.  
 Close down P2P Overhead Orders and ensure that only correct orders are in the System to enable accurate period cut offs and reports  
 Process repairs and maintenance invoices manage, ensuring invoices are accurately coded and sent through the correct approval routes / right Budget Holder.  
 Deal with issues raised by contractors and dealing any concerns raised by the Assistant Accountant or a member of staff within the Trust.  
 Provide efficient administrative support to the Finance Department and assist the team in the preparation of accurate and timely annual service charge schedules for estates.  
 Provide training on how to use the P2P system for all Haig staff and administer development to the system.  
 Work closely with PSD department to ensure that Orders / Invoices are processed on a timely manner and raise and log purchase orders if necessary for non-Repairs Expenditure  
 Any other reasonable duties

### Person Specification

Qualifications/Education	ESSENTIAL	DESIRABLE
AAT qualification or Degree in Finance & Accountancy		x
5 years' relevant experience	x	
Knowledge, Skills & Experience		
Experience of working and supporting a finance team	x	
Experienced of administrating training support to colleagues in the use of finance systems	x	
Experience in the use of accounts & office IT systems, including CX, SUN and P2P	x	
Experience of inputting financial data into accountancy systems	x	
Experience of Filing in Sequential Order	x	
Ability to communicate at all levels both financial and non-financial	x	
Clear attention to detail whilst maintaining sight of the bigger picture for the team		x
Personal Qualities		
Dynamic, flexible and innovative	x	
A collaborative person who works with colleagues to deliver strategic outcomes	x	
Self-motivated, unafraid to challenge and be challenged, lives organisational values	x	
Able to build relationships, trust & credibility with diverse audiences	x	
A problem solver, proactive, collaborative & agile mind-set		x
Clear identification with charitable purpose and tireless working for beneficiaries		x
Comply with responsibilities regarding safeguarding & training	x	

*Summary only – all aspects subject to variation*