Job Description

Job Title:	Senior Finance Officer/Accounting Technician
Reporting to:	Senior Finance Manager
Salary:	£24,982 - £27,041 NJC Scale 6
Contracted hours:	37.5 hours per week (Monday – Friday 9am-5pm)
Contract type:	Permanent
Location:	Office based - Lisburn

Main Responsibilities

To work as part of a busy, highly focused and professional team providing accurate financial administration of all Employers For Childcare divisions, excellent customer service, advice, guidance and query resolution to the organisation and its clients.

Core Duties

Financial Records

- Adhere to operational procedures which require quotations for all expenditure and that purchase orders are available for all purchases above a certain level.
- Maintain purchase and sales ledgers using Sage Accounts Line 50.
- Prepare accounts up to Trial Balance.
- Ensure proper completion and authorisation of travel claims including calculation before preparation of payment.
- Manage an effective credit control and purchase ledger systems to ensure payments are made/received in line with our terms and conditions and liaise with the line manager where problems arise.
- Maintain by category a register of all assets purchased and ensure adequate depreciation is provided in the management accounts.
- Assist auditors when required.
- Assist with the proportion of monthly management accounts.
- Assist Senior Finance Manager with preparing weekly/monthly/quarterly and ad hoc reports for the CEO, Finance Committee and Board.

Bank

- Reconcile weekly/ monthly bank statements to include Sage reconciliation.
- Liaising with bank when required
- Control cash to ensure that adequate funds are available and that the accounts are kept within their limits, including moving of funds between accounts as necessary.

Payroll

Payroll services for external and internal clients to include:

- Setting up new employees on Sage Payroll Line 50.

- Processing monthly / weekly payroll.
- Processing BACS payments to employees.
- Making returns and payments to HMRC and pension providers.
- Dealing with payroll enquiries.
- Auto-enrolment services.

VAT

- Assist with completion of quarterly Group VAT returns when required.

Childcare Vouchers

- Process orders for childcare vouchers, including checking value of vouchers and payment details, and recording all payments in the appropriate format.
- Organise redemption of vouchers, checking childcare provider bank details, entering information onto voucher database, and issuing payments by BACS transfer or cheque.
- Process childcare voucher reimbursements.
- Liaise with bank as necessary.
- Be responsible for all aspects of accounts associated with nominated key clients and manage their accounts on an ongoing basis.
- Attend meetings with key clients as required to ensure accuracy of account details, investigate and resolve any potential problems or issues.

High Rise

- Weekly/ monthly reporting on sales versus budget variances.
- Monitoring cash/ credit card discrepancies.
- Redeemed gift cards reconciliation.
- Monitoring corporate/group/party bookings and matching with payments received.
- Preparing EPOS/ online booking system transactions reconciliation.

Customer Service

- Professionally and effectively resolve customer queries, problems and issues over the telephone or email
- Investigate, follow up and take ownership to resolve queries to the customer's satisfaction within agreed response times.
- Adhere to company internal customer service standards in terms of telephone greeting & manner, written communications agreed response times etc, at all times.
- Develop and sustain strong working relations with existing customers, ensuring that customer promises and commitments are met.
- Run and analyse reports as requested and flag up any problems or issues to the Line Manager.

Communication, Personnel and Organisational Development

- Participate actively in staff and team meetings to update and share information with colleagues.
- Participate in regular staff training and development activities on company services, operating systems, processes and procedures and contribute to same.
- Acquire and retain in-depth knowledge of existing and new company services.
- Take ownership of own training and development by putting forward personal training needs, undertake such training as is required to meet these needs and fully utilise all training and support materials which are available.
- Become familiar with the general duties of other staff and assist with other duties as required.

- Train colleagues in general duties of post in order to ensure organisation has adequate cover in times of need.
- Undertake any other reasonable duties appropriate to the achievement of the organisations goals and targets.

Information Security

- Comply with the organisation's Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality.

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

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Factor	Essential Criteria	Desirable Criteria
Qualifications	Qualified Accounting Technician or equivalent Finance/Accounting degree with a minimum of 1-year post qualification experience. **Or** where the applicant does not hold the relevant qualification, they must have 5 years' relevant experience gained during the last 8 years working in an accounts department with a fundamental understanding of relevant accounting legislation.	Qualified Accounting Technician with 3 years post qualification experience.

Work Experience	Minimum of 3 years work experience, gained during the last 5 years, working in an accounts department to include working experience of: • Bank and cash reconciliations • Preparation of accounts up to Trial Balance • Preparation of payment runs • Working with a computerised accounting package which uses nominal ledger, sales and purchase ledger invoice processing and payroll package • Extensive use of Microsoft Excel, web-based systems, internet, email, databases and word processing (evidence will be required at interview stage) **And** Minimum of 2 years work experience, gained during the last 5 years of processing payroll.	5 years work experience gained during the last 8 years working in an accounts department. 5 years work experience gained during the last 8 years of processing payroll including Sage Payroll Line 50. 1 years experience of direct customer service, either face to face or by telephone. Experience of using Sage Accounts package line 50. Experience of working in an accounts department within the leisure and hospitality sector
Skills & Aptitude	Good standard of numeracy & literacy Good understanding of MS Office (especially Excel) and accounts packages. Good organisational skills including ability to prioritise workload and work to strict deadlines. Good administration skills including ability to maintain and update records and files. Ability to work with figures and check details for accuracy. Ability to work with minimum supervision and on own initiative. Ability to build good working relationships.	
Special Circumstances	Normal hours of work will be 9am-5pm. There may be occasions when you are required to start at 8am however, this would be agreed in advance. Occasional travel may be required.	

We reserve the right to enhance criteria at shortlisting stage