

Job Description

Job Title:	Senior Finance Officer
Reporting to:	Head of Business Operations
Salary:	Negotiable depending on experience
Contracted hours:	Negotiable

Key Purpose

The Senior Finance Officer will be responsible for the preparation of the company accounts across the business. They will work closely with the Senior Management Team and support the Chief Executive in financial analysis for strategic decision-making purposes.

Key Responsibilities

- Assisting with the preparation of monthly, quarterly and annual management accounts including full reconciliation of all Balance Sheet accounts within a tight time frame and provide insightful analysis and commentary on variances.
- Assist with the production of annual financial accounting activities including profit and loss, financial analysis, journal entries.
- Bank reconciliations across all company accounts.
- Prepare management reports on a regular and ad hoc basis to support proposed strategic decisions.
- Supervise preparation and processing of monthly payroll, pension submissions and HMRC payments and assist in completion when required.
- Assist in the preparation of annual budgets and forecasting.
- Prepare financial analysis for presentation to quarterly finance committee and board meetings.
- Ensure accurate and timely submission of VAT returns to HMRC.
- Complete regulatory reports and statistical reporting to the Department of Finance
- Assist with year-end audit and liaising with auditors.
- Provide high level support for day to day financial operations
- Other ad hoc financial duties as and when required

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.

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Factor	Essential Criteria	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • 3rd level accounting qualification or similar or Qualified by Experience • Experience including: <ul style="list-style-type: none"> - accounting experience with a commercial element - experience preparing monthly management accounts - experience preparing financial projections, profit & loss, balance sheet and cash flow statements • Experience of using accountancy and payroll software 	<ul style="list-style-type: none"> • Experience of QuickBooks • Experience of BrightPay
Skills and Aptitudes	<ul style="list-style-type: none"> • Strong personal integrity. • Excellent interpersonal and communication skills both written and verbal, with the ability to advise staff at all levels including non-financial people. • Excellent organisational skills including ability to prioritise workload and work to strict deadlines. • Strong IT skills including working experience of Excel • Excellent analytical skills and problem solving skills. 	
Special Circumstance	<ul style="list-style-type: none"> • This post is subject to enhanced criminal record disclosure checks and security vetting. • All candidates must evidence an existing right to work in the UK. 	