



JOB DESCRIPTION
(To be read in conjunction with Person Specification)

Finance Team

Post title: Finance Officer

Salary: NJC 11

Reports to: Management Accountant

Responsible for: N/A

Organisational Expectations:

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment

Our aim is to provide a high quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

Outline of Post: Provides Finance and administrative support to Management accountant in order to deliver high quality management accounting and business support service to internal customers.

MAIN TASKS:	
1	Timely and accurate day-to-day processing of financial information with a focus on the cash book.
2	Post credit card transactions each month and prepare summary control spreadsheet.
3	Collating and preparing weekly BACS payment runs for non-purchase ledger payments.
4	Provision of data and basic reports from the accounting (Access Dimensions) and MI systems (F-Sharp).
5	Prepare and post journals.

6	Timely and accurate raising of contract income invoices and chasing slow payers.
7	Raising of ad-hoc sales invoices on requests from service managers
8	Respond to queries and requests from staff and external stakeholders as part of the finance support desk, providing excellent customer service.
9	Assist with the preparation of monthly management accounts, including calculation of prepayments & accruals
10	Monthly reconciliation of bank accounts, sales ledger, accruals, prepayments and any other required by Management Accountant
11	Carry out regular house-keeping activities, including filing, photocopying and scanning.
12	Any other duties as assigned by the line manager.
13	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
14	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
15	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.
	Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

PERSON SPECIFICATION

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential [insert ✓ where appropriate]	Desirable [insert ✓ where appropriate]	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge and Skills		Desirable	Identified by:
knowledge of computerised accounting and other business systems.	✓		A, I
Able to work flexibly and as part of the team with the ability to guide non-financial colleagues through financial processes, balancing customer service with financial control.	✓		I
Highly numerate and have the ability to analyse data.	✓		A, I
Have good communication skills	✓		A, I
Intermediate to MS office and knowledge of Pivot table and V Look Up		✓	
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
Language skills e.g. Urdu, BSL, etc.		✓	A
Experience	Essential	Desirable	

Experience of working within finance.	✓		A, I
Experience of financial ledger processing and using computerised accounting systems	✓		A, I
Experience of providing financial or other relevant information to a range of stakeholders	✓		A, I
Experience of carrying out data reconciliations and regular data house-keeping activities.	✓		A, I
Experience in providing financial and other relevant information to internal and external customers and stakeholders.	✓		A, I
Experience of working with various computerised accounting and MI databases.		✓	A, I
Experience of using a housing support management system.		✓	A, I