

Post: Finance Officer

Responsible to: Managing Director

Responsible for: NA

Overall job purpose

Provide a professional, confidential and high quality Finance support to the Managing Director and company. Be responsible for the finance function and management of all financial related administrative duties.

Liaison with appropriate service specialists as and when required. Specifically, accountancy, IT, insurance, utilities and property related specialists.

Providing a proactive, confidential and high-quality support to the Managing Director, you will support organisational change, coordination and management of specific projects to bring about greater organisational efficiency and effectiveness.

Key Objectives

BOOKKEEPING & ACCOUNTS

- Ensure that all income and expenditure is accurately recorded
- Day-to-day bookkeeping
- Monthly reconciliations
- Quarterly VAT returns
- Year-end procedures and preparation of reports
- Preparation of monthly financial reports to the Managing Director
- Manage cash flow and provide regular cash flow forecasts
- Oversee payroll and all travel and subsistence

INVOICING – ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE

- Responsibility for processing and allocation of all supplier invoices
- Manage supplier accounts, payment terms, rebates etc.
- Arrange payment for all accounts due
- Responsibility for processing and issuing sales invoices
- Credit control
- Management of Construction Industry Scheme payments and deductions

PREPARE BUDGETS & FORECASTS

- Assist the Managing Director to compile an annual budget
- Monitor expenditure against budgets and report regularly to Managing Director

PROJECT MANAGEMENT

- To undertake specific projects which require financial input as required, such as:-
 - external funding applications
 - applications for company accreditations
 - development of customer payment options
 - financial management of company asset purchases

OTHER

- Act as liaison with IT/Telecoms providers
- Ensure best possible service and value for money from utilities providers, rent, rates and insurance
- To maintain a positive attitude to health and safety in carrying out personal responsibilities and to co-operate with the Health and Safety code of practice relating to health and safety matters
- To adhere to Compass quality standards and procedures
- To promote Compass and the business it delivers
- To undertake such other duties as may be reasonably requested by senior/line management
- To be responsible for the data network housekeeping, data storage and disposal
- To ensure Compass complies with GDPR

Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade. You may be required to work outside of normal office hours and at any Compass location.

Continuous Personal Development

Work with the Managing Director to identify areas for further training and development, undertaking relevant courses and qualifications as required.

Health and Safety

The post holder is required to carry out the duties in accordance with the Company's Health and Safety policies and procedures.

Diversity

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained.

Quality

To support Compass in striving to create a client service culture with total commitment to quality.

Other Duties

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.

Person Specification

Skills & Abilities	
Essential	Desirable
<ul style="list-style-type: none"> • AAT qualification or working towards • At least three years' experience of working in an administrative role • Abilities and skills gained while working in a Customer Service environment; • Ability to work under own initiative to broad agreed guidelines; • Excellent communication skills and the ability to work across all levels of the organisation; • Excellent organisational and time management skills; • Proven oral communication skills; • Flexible and adaptable approach to working hours and job tasks. 	<ul style="list-style-type: none"> • Ability to explain financial processes and systems to non-finance colleagues
Knowledge, Education & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Excellent computer skills, including use of databases and Microsoft Office: Outlook, Word, Powerpoint and Excel • Understanding of the importance of customer service and teamwork in promoting the good image of the organisation 	<ul style="list-style-type: none"> • Business Administration or Customer Service NVQ Level 3 or equivalent.

Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of working directly with clients • Empathise with customers in order to identify their needs and address complaints, and deliver excellent service to clients. 	
Personal Attributes	
Essential	Desirable
<ul style="list-style-type: none"> • Hard working, motivated and confident; • Driven and ambitious with a flexibility and willingness to take on responsibilities and challenges with vigour; • A quick learner with an openness to new ideas; • Team player; • Enthusiastic and approachable; • Resilient and calm under pressure; • Tactful, diplomatic and assertive when dealing with challenging situations. 	<ul style="list-style-type: none"> • Passion and understanding for Compass Group, its mission and its values - Professionalism, Trust, Personal Development and Customer care.
Any Other Requirements	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to represent the business throughout Cumbria and if required, the UK as and when required • Ability to cope with the challenges associated with the role. • Flexibility in hours worked and location of work base 	