

CLEAPSS

Job Specification

Post	Finance Officer, CLEAPSS.
Scale	NJC pay spine points 27-30 (£24174 - £26822)
Location	CLEAPSS, currently based on the Science Park at Brunel University, Uxbridge, West London.
Reporting to	The Officer Manager (or, in their absence, the Deputy Office Manager or the Director)
Responsible for	None.

Main activities and responsibilities

Finance processes

- Provide professional accountancy support, working with good technical expertise and a clear understanding of relevant budgets, plans and targets including contributing to the setting and monitoring of budgets.
- Maintain accurate and detailed knowledge and records of accounts.
- Monitor budgets and plans, analysing financial and management information relating to budgets and, having considered the potential impact on other budgets, recommending appropriate action.
- Prepare accurate and reliable reports, statistical and other financial information as required to support managers, including providing annual accountancy benchmarking data and annual returns as required as well as various ad hoc reports to identify issues, for example, budget monitoring reports, financial management information, and the extraction and collation of statistical data.
- Communicate financial information relating to accounts to a range of audiences. Including attending meetings to provide technical financial and budgetary information in support of managers at meetings where detailed explanation of accounts is required.
- Respond to finance related telephone & e-mail enquiries from the membership, including giving standard information and guidance relating to the service, maintaining records and producing standard correspondence.
- Contribute to the implementation of existing and new accounting arrangements. Including helping to design changes to processes and systems for the team and training staff in response to changes in services.
- Assist with the upkeep of the membership database including working with the Office Manager and IT Manager to develop the finance aspects of new database systems.
- Develop and maintain professional working relationships with staff and other relevant partners.
- Organise own workload, planning over a period of months to meet key deadlines
- Keep up to date and compliant with all relevant organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.

Additional activities (as required)

- Contribute to the general duties of a busy office. This will include answering the telephone, forwarding and sending e-mails, making telephone calls and such other duties as the Office Manager, Director, assistant Director and advisory staff may determine
- Assist with the administration of and preparation for courses, for example, by providing course information to enquirers, preparation of attendance lists, certificates, preparing letters of invitation.

Person specification – Finance Officer

Education: Qualifications & Training

Essential

Association of Accounting Technicians (AAT) qualified or equivalent qualification or experience which demonstrates that level of applied and theoretical knowledge in accounting plus knowledge of the related systems, procedures and policies.

(Except where there is a statutory requirement for a qualification, equivalent knowledge and experience will be accepted).

English & Mathematics grade C or above at GCSE level or equivalent

Knowledge

Essential

Relevant theoretical, practical and procedural knowledge related to delivering professional accountancy support.

Good working knowledge of MS Microsoft Office including Word, Excel,

Good working knowledge of an IT based finance systems.

Desirable

Specific knowledge of SIMS finance system (as used by schools)

Familiarity with Microsoft Access

Knowledge of science and technology or willingness to learn some key terminology.

Experience

Essential

Previous experience of working in an office environment including experience of dealing with professional clients by telephone and e-mail.

Relevant experience working in an accounting environment (in a school or other SME) demonstrating a good understanding and working knowledge of systems and practices relating to finance and accounting.

Experience of providing specialist advice to managers or customers, including explaining complex financial information or other similar technical information.

Desirable

Some experience of supervising and supporting others or providing mentoring/coaching/ on-the-job training to colleagues.

Skills & Abilities

Essential

Good written and oral communication skills to present financial information for managers and to contribute to budgetary and other management reports appropriately

Excellent technical, analytical and numeracy skills in order to monitor and work with large data sets or budgets.

The ability to perform accurate complex financial calculations and manipulate statistics and budgets.

Good communication and interpersonal skills in order to create and maintain effective working relationships. Including the ability to advise and guide colleagues to understand complicated technical information and budgets.

The ability to work as part of a team.

Ability to adapt to changing situations and new ways of working, including the ability to learn new systems and processes and contribute towards improving working methods.

Demonstrate initiative, drive, patience and the ability to cope under pressure.

Ability to plan work over the medium term, setting timescales and organising activities in co-ordination with others to deliver objectives to deadlines.