# Job Description

## Identification of Job

### Job Title

### Finance Officer

### Function

Corporate Services

### Responsible to

Finance Manager

### Responsible for

* N/A

### Budgets Held

N/A

## Overall Purpose of Job

To provide finance support on both management and statutory accounts and a wide range of operational finance processes including sales and purchase ledger duties, bank reconciliations and project accounts reports. To pro-actively support the development and improvement of systems and procedures.

## Main Responsibilities

### Finance Support

1. Purchase ledger - preparation of weekly invoice batches for payment, collating all relevant supporting documents, including purchase orders, authority signatures, and updating transactions on SAGE.
2. Verifying and processing grant claim payments, liaising with the Grants Officer and other colleagues as necessary.
3. Sales ledger - process all sales invoices, verifying supporting documentation and updating transactions on SAGE.
4. Bank reconciliations - update cashbooks for numerous bank accounts and carry out bank reconciliations on SAGE.
5. Process requisitions for purchase order in line with procurement procedures and delegated levels of authority.
6. Set up new suppliers on online banking system after obtaining the relevant documentation and enter supplier BACS payments for the Finance Manager to approve.
7. Worldpay and PayPal income - download reports for CRM Administrative Officer, and post income on SAGE.
8. Assist with production of monthly management accounts, budget holders reports and preparation of reports for Audit and Risk Committee and the Board.
9. Assist with management of restricted projects, including reconciliation and reporting.
10. Assist with preparation of statutory accounts and external audit processes for the trading subsidiaries and group accounts.
11. Assist with financial accounting adjustments such as accruals, prepayments, deferred income, accrued income and capital expenditure, and complete the relevant journals on SAGE.
12. Assist with updates to the Fixed assets register and depreciation calculations.
13. Petty cash – maintain imprest float, issue payments and post journals on SAGE.
14. Liaise with internal audit as required to support financial compliance audit work.
15. Prepare and submit ad hoc management information reports to Defra eg, procurement expenditure, workforce returns.
16. To deputise for the Finance Manager in their absence as necessary.

### Corporate development

1. To be a member of the Corporate Services Team contributing to regular planning, budgetary and reporting cycles.
2. To attend appropriate events, conferences, meetings, workshops, and training as required.
3. To contribute to the Audit and Risk Committee and Board and its subsidiary boards as required.
4. To undertake any other reasonable duties to further the development of NFC finance systems and wider aims of the NFC.

## Benefits of working with the NFC

### Salary

This is a part time post working 22 hours (3 days) per week. The full-time equivalent salary for this post is based on the EO grade range £24,918 to £26,584. Pro-rated, this would equate to £14,950 to £15,950 per year.

### Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

* **Alpha:** This a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is c27% of salary.
* **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

### Generous Annual Leave and Bank Holiday Allowance

We offer 30 days’ annual leave and 10.5 days public and privilege holidays. Pro rata for part time staff.

### Staff Bonuses

We offer end of year performance awards to our employees.

### Place of Work

The principal place of work will be at the National Forest Company’s office in the heart of the National Forest at Enterprise Glade, Bath Yard, Moira DE12 6BA. We currently operate flexible working arrangements and staff are able to work from home for part of the week.

### Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC’s work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

### Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

* **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
* **Cycle to Work Scheme** - typical savings on a bike can be up to 42%
* **Gym discounts**
* **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.

## Person Specification

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| **Experiences and Qualifications** | **Essential (E) or Desirable (D)** |
| Maths and English GCSE (Grade 4 or C minimum) | E |
| AAT Professional Diploma in Accounting | E |
| 2 years minimum relevant experience of working in a finance/accounting role | E |

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| **Knowledge** | **Essential (E) or Desirable (D)** |
| Knowledge and experience of Charity SORP and SoFA | D |
| Working knowledge of VAT | E |
| Understanding of the National Forest | D |

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| **Skills** | **Essential (E) or Desirable (D)** |
| Proficient user of SAGE accounting software  | E |
| Experience of assisting with preparation of financial reports | E |
| Demonstrable experience of performing a wide range of finance functions | E |
| Understanding of the importance of financial controls, regulations and procedures  | E |
| Experience of involvement in improvement of processes and systems | E |
| Strong organisational and time management skills, able to meet deadlines and maintain excellent attention to detail | E |
| Strong IT skills, specifically in developing and maintaining complex Microsoft Excel spreadsheets | E |

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| **Personal Qualities and Behaviours** | **Essential (E) or Desirable (D)** |
| High level of enthusiasm, self-motivation and flexible approach | E |
| Positive and solution-focussed approach; proactive in suggesting improvements to systems and procedures | E |
| Good communication skills; able to work effectively colleagues at all levels | E |
| Commitment to environmental issues and equal opportunities  | E |