

Job Description: Finance Coordinator

Salary: £ 26,000 per annum

Responsible to: Finance Manager

Responsible for: N/A

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

1. Purpose of Post:

To proactively contribute towards the development and delivery of effective and efficient financial and operational systems to ensure the provision of timely financial services to both internal and external users whilst ensuring compliance with all statutory and internal regulations and requirements.

2. Main Duties and Responsibilities

- Open new supplier accounts and carry out relevant checks.
- Reconciliation of supplier statements and liaise with suppliers to ensure timely and accurate payments.
- Processing of purchase and sales invoices.
- Process credit card transactions and expense claim forms in line with HSU processes and requirements.
- Processing payment runs in a timely and accurate manner.
- Liaising with internal and external users to respond to ad hoc requests and resolve general enquiries.
- Preparation of bank reconciliations.
- Producing simple accruals and prepayments.
- Reconciliation of subsidiary accounts.
- Preparation of budget templates.
- Preparation of VAT for review.
- Assisting in administering payroll
- Provide general administrative support to the finance department including overseeing the archiving of documents.

PERSON SPECIFICATION
Job Title: Finance Coordinator

Requirements		Essential Desirable	Assessed by *
1	Qualifications/Training		
1.1	Working towards AAT level 3 qualification or equivalent relevant experience	E	A
2	Experience		
2.1	Previous experience working in a similar finance/accounts role	E	A/I
2.2	Payroll experience including year-end processes	D	I
2.3	Experience working with financial control systems	E	A/I
2.4	Bank and/or supplier statement reconciliation	D	A/I
2.5	Supporting budget planning and management	D	I
3	Knowledge, Skills & Attributes		
3.1	Knowledge of general accounting procedures including VAT	E	A/T/I
3.2	Confident using Microsoft Excel and other Microsoft applications	E	A/T/I
3.3	Effective written and verbal communication skills with the ability to adjust style to meet the needs of different audiences	E	I

* Application (A), Task (T), Interview (I)