

Job Description	Finance Officer
Reporting to	Finance Director
Line management responsibility	N/A
Salary	£26,000 - £29,000 per annum
Hours of work	Full time, permanent
Location	Flexible with attendance at Manchester office as required.
Main purpose of role	Our finance systems have recently been brought back in-house and therefore we require a Finance Officer. Reporting into the Financial Director, the role will be responsible for completing routine accounting transactions of the business to help produce accurate and complete accounts up to trial balance stage as well as support the Finance Director with other ad-hoc tasks throughout the month-end reporting process.
Main duties and responsibilities	<ul style="list-style-type: none"> • Maintain the company's purchase ledger including inputting, maintaining and filing of purchase invoices • Processing of supplier and other ad-hoc payments • Liaising with suppliers and undertaking supplier statement reconciliations, investigating aged/queried balances as well as general housekeeping of the company purchase ledger • Maintain the company's sales ledger including inputting, maintaining and filing of sales invoices • Processing of customer and other ad-hoc receipts • Perform bank reconciliations for all company accounts ensuring all unresolved items are addressed on a timely basis • Assisting the Financial Director with month-end and audit processes • Posting of all business expenses within the financial system • Identifying and resolving of any miscoding within the nominal ledger • Assist with VAT return queries as and when required • Produce financial reports and data analysis to support month-end variance analysis, annual budgeting process or other ad-hoc requirements of the management team • Provide support and guidance to England Squash colleagues with various finance related duties and enquiries • Help identify areas for improvement to reduce processing errors and/or improve efficiency in administration

Finance Officer – Person Specification

QUALIFICATIONS

Essential

- Relevant experience that demonstrates ability to perform the core duties of the role

Desirable

KNOWLEDGE

Essential

- Good working knowledge of Oracle NetSuite systems
- Good knowledge of the workings of a Finance function

Desirable

SKILLS

Essential

- Excellent written and verbal communication skills
- Highly organised and able to work independently
- Outstanding people skills: the ability to encourage, support and influence others
- The ability to engage and connect with a variety of stakeholders
- The ability to manage a varied administrative work programme and to meet deadlines
- Ability to produce accurate information at all times
- Good IT skills including proficient use of Microsoft Office (Excel, Word, Teams, Outlook)

Desirable

- The ability to use and interpret data to analyse trends to support decision making
- Ability to engage with, and influence, partner organisations, service providers and other stakeholders

EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none"> • Experience of bookkeeping, purchase ledger or financial administration • A proven track record of success in a similar role or other highly relevant field • Experience of using Oracle NetSuite • Experience of monitoring and reporting against targets • Experience managing stakeholder enquiries 	<ul style="list-style-type: none"> • Experience of working and achieving success in high pressure situations • Experience in building relationships and working with a range of different individuals
PERSONAL	
Essential	Desirable
<ul style="list-style-type: none"> • A team player with a proactive, positive, solution-focused approach • Able to work under pressure and to meet deadlines • Flexible, reliable, demonstrates energy, commitment and enthusiasm • Flexible approach to work and able and willing to work outside normal office hours when required • Displays an ability to connect, drive, be adventurous and work together 	<ul style="list-style-type: none"> • A passion for helping the environment and taking positive action to combat climate change • Applies knowledge and brings new ideas

This job description is not intended to be exhaustive and may be amended considering the changing needs of the organisation.

Recruitment process

How to apply

Please submit your CV and covering letter to finance@englandsquash.com. The letter should outline how you meet the person specification. We will confirm receipt of email and relevant attachments.

All applicants must also complete the England Squash: **Equal Opportunities Monitoring Form**

Closing Date: 5pm on Friday 17th May 2024

Interviews for shortlisted candidates will be in the week commencing 20th May 2024.

England Squash is keen to address areas of underrepresentation in its workforce and is passionate about creating an inclusive and diverse workplace. We actively encourage applications from candidates from underrepresented groups with diverse backgrounds and life experiences.

If you would like to have an informal conversation about the role, please contact Neil Edgar (Finance Director) neil.edgar@englandsquash.com.