



JOB DESCRIPTION

Title:	Finance Executive
Reporting to:	Finance Manager
Job Purpose:	To administer all documentation in relation to the recording and payment of creditors in keeping with the current Finance Policy and Procedures. Additionally, to administer other Finance tasks such as the creditor reconciliations and the weekly payroll efficiently and effectively

Key Responsibilities

1. Purchase Orders

Release approved purchase orders on a weekly basis (or bi-weekly when required). Act as the first point of contact for buyer queries re processing PO's.

2. Maintain Creditors' Ledger

Daily scan the invoices received in the post and match to the approved purchase orders on the system. Send matched invoices to buyer and authoriser for approval. Journal import matched invoices onto the ledger to await payment approval. File all invoices and statements.

3. Weekly Payment List

Generate the creditor's payment list from Sun on a weekly basis for approval by the Finance Manager. Create the bank transfer file in SUN and upload it to the bank for authorisation by the approved signatories. File all related journals and printed reports.

4. Monthly Creditor Reconciliations

Produce creditor reconciliations on a monthly basis where ledger balances do not match the current creditor statements. Follow up on any queries arising from the reconciliations including attaining copies of invoices that have not been received.

5. Weekly Payroll

Process the weekly payroll including the temporary staff using Sage Micropay. Print and file all reports relating to the weekly payroll and ensure that all related records are kept up to date, including P45s and nominal journals.

6. Expenses Variance Analysis

Investigation on a monthly basis of variances that arise in relation to operating expenses and overheads.

7. Stationary ordering and stock control

Weekly stock take of general shared stationary and order to replenish where necessary. Ensure that the general stationary store is kept in order.

8. Horse Show

Process the payments received for the Horse Show stock entries on the RDS catalogue database. Reconcile trade stand invoices to commercial schedule. Supervise Catalogue sellers and reconcile end of day receipts.

9. Insurance

Assist Deputy Chief Executive (DCE) Finance and Society's Insurance broker with Insurance policy and claims administration.

10. Reception Cover

Provide temporary reception cover where specified on the Society department roster or where requested on an emergency basis should the need arise.

11. Participate in any other RDS projects, events or activities as directed by the Finance Manager, DCE Finance and/or Chief Executive.

Person Specification

Personal Attributes & Skills

- Must be highly motivated with an ability to take ownership of delegated work;
- Strong analytical, numerical and organisational skills;
- Proven strong verbal, written and interpersonal skills;
- Must enjoy working as part of a professional finance team;
- Highly conscientious, flexible and detail conscious with the ability to work off own initiative;
- Strong end user computing skills with high level proficiency in MS Office 2016 (particularly Excel).

Qualifications

- An Accounting Technician or similar qualification would be advantageous.

Work Experience

- Minimum of 2 years relevant accounting experience;
- Previous Accounts Payables experience essential;
- Essential experience with payroll packages, especially Sage Micropay;
- Experience with accounting packages, ideally Sun Accounts.