

JOB DESCRIPTION & PERSON SPECIFICATION

Title	Finance Officer (Accounts Receivable)
Location	Thrive's Head Office at Beech Hill, Reading.
Reporting to:	Head of Finance & Resources
Direct Reports:	None
Hours:	21 hours per week
Salary:	£19, 190 pro-rata.
Contract:	Permanent

Purpose of the role:

To provide regular and accurate records of accounting transactions to facilitate effective and informed financial control and assist forward financial planning. To ensure accuracy in the recording of all financial transactions and resolve queries in a timely fashion.

This post is one of two Finance Officers reporting to the Head of Finance & Resources. While the primary focus of this post is the processing of Thrive's income and the management of its debtors. It is expected that the two postholders will work closely together and be able to provide cover for each other. Therefore, the key responsibilities for each post are included in this job description.

Key Responsibilities - Accounts Receivable

1. Maintain the debtors' ledger, creating and maintaining customer accounts, recording transactions, and reconciling Aged Debtors report with control account.
2. Produce sales invoices for client services, training, and other departments, as necessary.
3. Record all receipts, including those via third party platforms (PayPal, Stripe, Just Giving, CAF etc.). Ensuring all transactions are correctly coded.
4. Resolve any queries by liaising with customers, colleagues, and payment providers.
5. Provide internal finance reports, to ensure that income is accurately accorded and reconciled.
6. Prepare bank deposits on a regular basis (cash / cheque receipts).
7. Monthly reconciliation of all bank control accounts.

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8. Provide prompt credit control to minimise debtor days and bad debt.
9. To jointly operate the petty cash float, ensuring transactions are correctly entered into the ledger, provision of floats and monthly reconciliation.

Key Responsibilities - Accounts Payable

1. To maintain the creditors' ledger, setting up new suppliers and amending supplier details when appropriate and ensuring purchase invoices are entered correctly.
2. To ensure that procedures for purchase orders, invoices and payment and the relevant authorisation levels are followed.
3. To ensure that payments are made to creditors within their credit terms.
4. To deal with supplier queries regarding payments.
5. Process staff expenses in accordance with Thrive's financial procedures
6. To ensure that direct debit payments are checked against supporting documentation and correctly recorded in the ledger.
7. To jointly operate the petty cash float, ensuring transactions are correctly entered into the ledger and that the float balances to the ledger at the end of each month including the provision of floats for Thrive events.
8. Preparation of monthly supplier payment runs plus ad hoc payments as and when required.
9. Reconcile company credit cards.

Other – Both roles

1. Opening incoming post, process and bank cheques.
2. Assist with all monthly / yearly closure of accounts, dealing with auditors and all other related issues as required.
3. Assist with the preparation of year end schedules.
4. Contribute as a member of finance team and working collaboratively across the organisation.
5. Assist the Head of Finance & Resources with other tasks as may be reasonably required from time to time.
6. Undertake other such duties which are compatible with the functions of the post.

This list is not exhaustive. Amendments and additions may be required, in line with policy and other changes.

PERSON SPECIFICATION – FINANCE OFFICER (Accounts Receivable)

	Essential	Desirable
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Day-to-day bookkeeping in a Charity or SME environment • Banking and reconciliations • Sales ledger • Credit control with a professional telephone manner • Sage 50 • MS Office, in particular Excel (intermediate) • Third party payment providers (PayPal, Worldpay, Stripe or similar) • Excellent attention to detail, ensuring all transactions are recorded accurately. • Able to work across the organisation. • Ability to manage time effectively & respond to enquiries in a timely fashion 	<ul style="list-style-type: none"> • Knowledge of charity finance (e.g., restricted funds) • Experience of chasing payment from large organisations (e.g., local authorities) • Experience of charity specialist payment providers (CAF, JustGiving or similar)
Personal Qualities	<ul style="list-style-type: none"> • Analytical approach with an attention to detail • Team player with good interpersonal skills • Resourceful and confident in using own initiative. • Highly organised with an ordered approach • Professional approach. • Confident and effective communicator • Ability to see and propose practical solutions and approaches. • Flexible • Sensitive to others 	
Other	<ul style="list-style-type: none"> • Committed to the aims of Thrive. • Willing to work flexibly where required 	