

Job Description

Expenditure Officer (part-time)

- Location:** Sir Oswald Stoll Mansions, 446 Fulham Road, SW6 1DT
- Responsible to:** Financial Transactions Supervisor
- Direct Reports:** None
- Salary:** **£31,053.57 - £33,642.34** (pro-rata - part-time 21 hours per week, hybrid and flexible by agreement in keeping with the charity's workflow patterns)

Role purpose:

Responsibility for the accounting duties related to the administration and reconciliation of all expenditure, ensuring suppliers have invoiced correctly and are paid timely for their goods or services and accounting duties are performed accurately and timely.

To support your line manager in the production of management information for monthly reconciliations and preparation of the annual accounts and financial statements.

Key Responsibilities:

Expenditure Accounting

- Supplier invoices - code for input to the accounting system, match to a purchase or work order and batch for payment runs.
- Ensure all purchases are within authorised limits and approved by the correct signatories and budget holders.
- Work with staff to make sure accounts payable processes are followed accurately, giving advice to staff on the raising of purchase orders (PO) and work orders (WO), and the Procurement and Capitalisation policies.
- Monthly reconciliation of supplier statements, contacting suppliers to resolve any queries.
- Set up purchase invoices for payment and be responsible for supplier payment runs by BACS or cheque.
- Monthly reconciliation of accounts payable transactions to the creditor's ledger and balance sheet codes and assist with month end closure of ledgers.
- Use the purchase and work order system to prepare the accruals at month end to be included in the management accounts.

- Pay Petty Cash and produce a monthly reconciliation for sign-off by your line manager.
- Distribute credit card statements to employees, ensuring the Procurement policy has been followed, then reconcile the credit card accounts from the bank to the finance system.
- Within the purchase ledger, set up new supplier accounts and maintain existing account details.
- Maintain the Approved Suppliers list

Reconciliation and Reporting

- Reconcile bank accounts on a daily basis.
- Every bank item must be matched with an accounting entry in the ledger and any transaction that does not match must be investigated.
- Identify any unusual transactions that might be caused by fraud or accounting errors and report these to your line manager.
- Liaise with your peers in finance in order to rectify errors and trace missing payments within the system.
- Run the Aged Creditors listing on a monthly basis ensuring that it is reconciled to the Creditors Control account in the Balance Sheet, with maintenance of the creditors listing.
- Assist with the preparation of statutory reports as necessary during the annual audit and with any queries that the auditors might have.

Financial management and control

- Support the finance team to ensure the maintenance of accurate prime entry records of accounts, which complies with best practice, using Stoll's computerised accounting system.
- Support your line manager in providing timely financial information for the effective and efficient management of the business.
- Assist your line manager, ensuring the guidelines and policies around the **Banking Protocol, Procurement Policy and Capitalisation policy** are adequate and effective and are being followed so that the organisation has a strong set of internal controls.
- Run the Aged Creditors listing on a monthly basis ensuring that it is reconciled to the Sage Creditors Control account, and maintenance of the creditors listing

Working in a team and with others

- Contribute positively to working in the Finance team and across Stoll to deliver quality services
- Support the Finance Team to develop and maintain accurate financial and accounting records and to provide timely financial information for the effective and efficient management of the business

- Maximise own personal development by positively contributing to induction, supervision, training, appraisal and team meetings.
- Act in a professional manner as per the while on duty and when representing Stoll.

Record keeping and data management

- Maintain accurate financial and other prime record of account to support effective business management.
- The post holder is responsible for producing accurate work including spreadsheets, reports and other information essential to Stoll's needs and will regularly be dealing with information that is confidential or sensitive. Confidentiality of records and information relating to tenants, donors and staff in accordance with Stoll's Data Protection and Confidentiality Policies must be maintained.

Quality and regulatory compliance

- Understand the legal and statutory framework in which Stoll provides housing and support to tenants and residents.
- Continuously look to improve the quality of services.
- The post holder will be expected to suggest and assist with improvements to existing systems

Health and Safety

- Work in accordance with Stoll's policy and legislative requirements for health and safety and report any accidents or potential accidents and near misses.

Equality and diversity

- Manage and maintain services in accordance with the principles and practice of equality and diversity, taking account of individual needs and requirements

Other

- Provide cover for colleagues to ensure a continuous, responsive service.
- Undertake other duties as may be required from time to time in keeping with the responsibility of the post, as required by your line manager or team director.

Person Specification

Expenditure Officer (part-time)

Experience

Previous experience of accounts payable administration and a keen eye for detail with numbers, accurate and organised is essential.

Experience of manipulating/interrogating accounting ledgers and information systems is essential.

Experience of analysing management information and making recommendations to inform decision-making is essential.

Experience of having worked in a charity or social housing association is essential.

Knowledge

Knowledge of financial and business practice is small/medium sized business enterprises including maintaining prime financial records and trial balance.

An aptitude for IT – a good knowledge of Excel and accounting packages.

The Ability to work on own initiative within policy, procedural and legislative requirements

Education and Training

Essential - strong qualified by experience, demonstrable by previous roles closely aligned to the above job description.

Educated to a minimum of 5 GCSE's, with higher level passes in Maths and English.

Strong IT skills including excel (experience of Pyramid desirable but not essential).

Demonstrable commitment to and evidence of continuous professional development and learning.

Other Essential Skills

Strong communication skills, both written and verbal

Strong interpersonal skills,

Good organisational skills including being able to prioritise a diverse workload to ensure targets are achieved and the ability to work to monthly deadlines

Good team working skills

Core Competencies

Customer focus

- A passion to support vulnerable Veterans
- Understands the challenges faced by ex-Service men and women
- Provides excellent service delivery to both internal and external customers, responding promptly and effectively at all times

Communication

- Communicates information clearly and concisely, both orally and in writing, with a wide range of audiences both formal and informal
- Informs colleagues of successes, challenges and developments

Team working

- Works well with Colleagues, Trustees, Residents and external stakeholders
- Applies the spirit of “mucking in”, helping colleagues when needed

Support of Equality and Diversity

- Treats all people with respect
- Upholds Stoll's equality and diversity standards and promotes individuality, equality and community at all times

Delivers a High Quality of Work

- Produces accurate, thorough, and professional work
- Plans and manages own work load, working flexibly to meet changing work priorities and demands
- Maintains excellent timekeeping standards, managing appointments and meetings effectively and planning well in advance
- Delivers tasks set through planning and supervision
- Takes responsibility for own work, including errors
- Utilises Stoll IT systems to manage emails, calendars and data effectively

Commitment to Health & Safety

- Understands how to work safely
- Understands how to respond to a safeguarding incident and reacts accordingly
- Manages their own health and wellbeing, recognising when to ask for extra support

I have read this job description and person specification; I have discussed it with my line manager and understand the requirements of the role.

Name:

Signature:

Date: