
Job Description

Finance Officer (full-time)

1-year fixed-term contract

Location: Fulham base site - Hybrid working arrangements available in accordance with organisational policy.

Job type: Full-time [Monday to Friday - 9am to 5pm]

Responsible to: Finance Manager

Direct Reports: None

Salary: £33,317.19 per year, plus benefits

About Stoll:

The Stoll Foundation is a leading provider of supported housing for vulnerable and disabled veterans in the UK. With a proud legacy of service, we are committed to delivering safe, high-quality homes and support that enables independence, dignity, and wellbeing for those who have served their country.

The Role:

To provide accurate and timely transactional finance support across the Foundation, with particular responsibility for Accounts Payable and the day-to-day processing of rent and service charge income.

The postholder will work as part of a flexible and collaborative Finance team, supporting key financial processes and providing cover across the team to help maintain a resilient and effective Finance function.

Key Responsibilities:

Accounts Payable

- Process and code supplier invoices, ensuring appropriate purchase orders, work orders and approvals are in place.
- Raise and maintain purchase orders and work orders as required, ensuring they are appropriately authorised and comply with procurement procedures.
- Match, batch and prepare invoices for payment, ensuring transactions are accurately recorded in the finance system.
- Prepare and process supplier payment runs, ensuring appropriate supporting documentation, authorisation and segregation of duties are maintained.

- Set up and maintain supplier accounts and related records.
- Reconcile supplier statements and investigate and resolve routine discrepancies.
- Maintain the aged creditors listing and reconcile it to the relevant control account.
- Process and reconcile petty cash and credit card transactions.
- Respond to routine supplier queries and liaise with colleagues to resolve invoice and payment queries.
- Provide cover across the Accounts Payable function and support colleagues during periods of absence or increased workload.

Rent & Service Charge Income

- Process routine rent and service charge income transactions, including Housing Benefit and Universal Credit payments.
- Process Direct Debits, standing orders, bank transfers and card payments, ensuring income is accurately recorded and allocated to tenant accounts.
- Assist with routine rent journals, adjustments, tenant account maintenance and the resolution of routine income discrepancies.
- Support the preparation and processing of weekly charges, providing cover for the Senior Finance & Payroll Officer when required.
- Provide routine information and support to Housing and Finance colleagues in relation to rent and service charge income.

Reconciliations and Financial Records

- Assist with routine reconciliations and investigate discrepancies, escalating issues where appropriate.
- Support month-end processes by completing routine transactional activities and providing information within agreed deadlines.
- Maintain accurate financial records and supporting documentation, ensuring appropriate audit trails are maintained.

Finance Mailboxes

- Manage designated Finance mailboxes, ensuring queries and requests are reviewed, allocated and responded to or actioned promptly.
- Maintain clear ownership and follow-up of outstanding queries and requests, ensuring items are not overlooked or duplicated.

Financial Controls and Compliance

- Work in accordance with the Foundation's financial policies, procedures and delegated authorities.
- Ensure appropriate approvals and supporting documentation are in place for financial transactions.
- Follow procurement, payment and income-processing procedures and raise any concerns or potential control weaknesses with the Finance Manager.
- Maintain confidentiality and appropriately handle financial, tenant, donor and staff information.

- Support the Finance Manager and wider Finance team in maintaining effective financial controls.

Systems and Continuous Improvement

- Use the Foundation's finance and relevant operational systems accurately and effectively.
- Maintain a good working knowledge of systems including Sage Intacct and Pyramid.
- Identify and report errors, recurring issues and opportunities to improve processes.
- Assist with the implementation of agreed improvements to financial systems and processes.
- Maintain accurate and complete data within relevant financial and operational systems.

Team Working and Development

- Work collaboratively with colleagues across Finance and the wider Foundation.
- Provide cover for colleagues during periods of absence or increased workload, within the requirements of the role.
- Contribute to a flexible and resilient Finance team by developing knowledge across a range of transactional processes.
- Participate positively in training, supervision, appraisal and team meetings.
- Maintain a commitment to developing knowledge and skills relevant to the role.

General Responsibilities

- Maintain high standards of accuracy, integrity, confidentiality and professionalism.
- Keep up to date with relevant financial procedures and requirements applicable to the role.
- Promote the values, mission and reputation of The Stoll Foundation.
- Demonstrate commitment to equality, diversity and inclusion.
- Work in accordance with the Foundation's health and safety policies and procedures.
- Undertake other duties reasonably required by the Finance Manager.

Person specifications:

Essential Experience

- Previous experience of working in an Accounts Payable role, with a good understanding of purchase ledger processes.
- Experience of processing high volumes of financial transactions accurately and to agreed deadlines.
- Experience of using finance systems to record and maintain financial information.
- Experience of working with confidential financial information.
- Experience of working as part of a team and providing support to colleagues.

Desirable Experience

- Experience of rent or service charge income processing.
- Experience of working with Housing Benefit and/or Universal Credit transactions.
- Experience within the charity, social housing, public-sector or another regulated environment.
- Experience of working with Sage Intacct and/or Pyramid, or comparable finance or housing management systems.
- Experience of working with high-volume transactional data.

Essential Knowledge

- Good understanding of Accounts Payable and purchase ledger processes.
- Good understanding of basic financial processes and accounting principles.
- Understanding of the importance of financial controls, accurate coding, authorisation and audit trails.
- Good understanding of confidentiality and appropriate handling of financial and personal information.
- Good working knowledge of Excel and confidence using financial systems.

Essential Skills

- High level of accuracy and attention to detail.
- Good numeracy and literacy skills.
- Strong organisational skills and ability to manage a varied workload and meet deadlines.
- Good communication and interpersonal skills.
- Ability to work collaboratively and provide support to colleagues.
- Ability to investigate discrepancies and resolve routine problems.
- Ability to work independently within established procedures and know when to escalate issues.
- Willingness and ability to learn new systems, processes and areas of finance.
- Flexible approach and willingness to provide cover across the Finance team.

Education and Training

- Relevant finance qualification or training is desirable but not essential.
- Evidence of willingness to undertake ongoing learning and development.

Values, Behaviours and Personal Attributes

The successful postholder will demonstrate:

- Integrity, professionalism and accountability.
- A collaborative and supportive approach.
- Confidence to challenge constructively and appropriately.
- A commitment to continuous improvement and finding better ways of working.

- Resilience and adaptability.
- A willingness and ability to learn and develop new skills and technologies.
- A positive and practical approach to problem-solving.
- Commitment to The Stoll Foundation's charitable purpose.
- Commitment to equality, diversity and inclusion.

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: