



FINANCE OFFICER

WORCESTER

£17,461 TO £18,675 PER ANNUM, 35 HOURS PER WEEK

An exciting opportunity has arisen within our Accounts Payable function for a Finance Officer. Playing an important role in the Accounts Payable team you will be responsible for managing accounts payable processes for suppliers of goods and services to the Group, which could include document handling and processing through to supplier account management and invoice payment. You will need to ensure regular tasks are carried out effectively to prescribed deadlines.

Ideally we are looking for candidates who are AAT qualified and have recent experience of undertaking a similar role within a Finance function. However, if you have strong administrative and customer service skills and are looking to start a financial career and gain valuable experience within a growing and fast moving organisation who is committed to staff development, this could be the opportunity for you. Not only does Sanctuary have an established Learning and Development department who offer extensive training opportunities, but development towards a recognised financial qualification such as AAT, ACCA or CIMA would also be encouraged and supported.

In return we are looking for confident, customer focused individuals who take ownership of their work and have the drive and passion to succeed in a team based environment. With strong IT skills and the ability to prioritise your workload, you will utilise your excellent organisational skills and keen eye for detail to ensure that set tasks are completed to a high standard. Flexibility is also key to success as we require candidates who have a flexible approach and are committed to completing work volumes within strict deadlines, which may include working additional hours.

Our excellent benefits include 26 days annual leave and a contributory pension scheme.

To apply, please visit www.sanctuary-group.co.uk. Alternatively, contact Recruitment on 0845 543 6377 or email vacancies@sanctuary-housing.co.uk and quote Ref:SG1658.

Closing Date: 5pm on 2nd March 2012

Building Equality and Diversity

We work closely with the Home Office in order to prevent illegal working. Sanctuary Group is a trading name of Sanctuary Housing Association, an exempt charity.



FINANCE OFFICER

Reports to:	Senior Finance Officer
Scope:	<ul style="list-style-type: none"> ▪ Office based role ▪ Frequent telephone and computer use with associated office hazards
Job Purpose:	To provide an efficient and comprehensive finance support service to ensure that the financial records of the organisation meet legal and regulatory requirements.

CONTEXT

This job sits within the centralised Group Financial Services department, which is part of the Finance and Resources function, which also includes the Corporate Risk, Legal Services, Business Information and IS departments. The Group Finance team is responsible for the provision of financial and management accounting services, financial analysis, commercial decision support, preparation of annual budgets, treasury, tax and VAT management for the Group.

This job sits within the Finance Operations team within the Financial Services function based in Worcester. The Finance Operations team are responsible for delivering a high quality and efficient finance service incorporating the Accounts Payable, Income and Cashbook teams. The team manages payments to suppliers and residents, direct debits, rents, sundry income, petty cash and standing orders.

The job holder will support the wider team, and specific members of that team if necessary, in the provision of an effective finance service. This will include processing transactional data on which the management and statutory accounting information are based for both internal and external stakeholders and regulators. This will also include accurate management of accounting records, providing support for the annual audit procedures as required, and ensuring the accuracy of the data stored within the financial systems of the relevant statutory companies. This is not an exhaustive list and other duties requiring similar skill levels may be required.

The job holder will ensure that health and safety and welfare issues are communicated effectively and promoted within their area of responsibility and that staff fully understand their responsibilities for and fulfil their duties in accordance with the Group policy and procedures. They will be required to operate within the appropriate health and safety regulations ensuring the working environment, property and occupants are safe and secure at all times. They will also be responsible for reporting anything that may pose a risk to the health and safety of themselves or others.

The job holder will support the delivery of the Group's key business objectives through the delivery of their key accountabilities as follows:

KEY ACCOUNTABILITIES

1. Deliver, improve and maintain effective and efficient finance administration systems to support delivery of services in accordance with policies, procedures and relevant regulations.
Measure: Timely completion of allocated duties/maintains efficient filing systems/accurate records maintained/data accurately input
2. Support the Finance team to ensure regulatory, internal and other standards are continuously met or exceeded.
Measure: Audit results, customer feedback
3. Support the management and maintenance of relationships with internal and external customers, identifying any shortfalls in service delivery and ensuring they are dealt with appropriately.
Measure: Meeting service standards, customer feedback and problems resolved efficiently
4. Respond positively to complaints and breakdowns in service delivery to ensure excellent customer services is consistently delivered.
Measure: Customer feedback
5. Resolve problems or set into motion the means of resolution, ensuring customers are kept informed.
Measure: Number of queries resolved against those outstanding and customer feedback/key performance indicators
6. Provide quality statistical and financial information as required that meet customer needs and support the monitoring of financial performance against agreed.
Measure: Information provided to agreed timescales and in easily understandable format, customer feedback

RESOURCES

Finance	None
Staff	None
Other	Service provision to Finance team

PERSON SPECIFICATION

Competencies

Adaptability	When appropriate takes action to flex rules and standard procedures so that they fit a specific situation or help achieve a wider company goal.
Communicating and Influencing	Takes a single action, or uses same approach multiple times to influence others directly. Relies largely on logic, facts or reason to persuade.
Continuous Improvement	Makes specific changes aimed at improving the performance of self and/or others without setting a specific goal.
Customer Service	Takes personal responsibility for resolving customer service issues.
Decisiveness	Acts quickly and decisively when others might wait, study the situation and hope the problem will resolve itself.
Problem Solving	Understands problems by linking different elements (e.g. A leads to B) or by recognising similarities / differences with problems experiences before and identifies possible solutions.

	Essential	Desirable
Qualifications and Attainments <ul style="list-style-type: none"> ▪ Able to demonstrate a level of numeracy and literacy to the equivalent of GCSE Grade C or above in English and Maths ▪ NVQ3 or BTEC in relevant area (e.g. business administration, customer service) or knowledge and ability at an equivalent level 	√	√
Work Experience <ul style="list-style-type: none"> ▪ Recent experience of undertaking a similar role ▪ Proven experience of working in an administrative role or similar ▪ Some experience of working to deadlines and prioritising work loads ▪ Some experience of producing & analysing quality statistical information ▪ Some knowledge of finance regulations, legislation and current practice 	√ √ √	√ √
Skills <ul style="list-style-type: none"> ▪ Good communication skills including clear written and spoken English ▪ Ability to extract and interrogate data from computer systems ▪ Works well within a team based environment ▪ Good organisational and planning skills ▪ Ability to work independently and use own initiative ▪ PC literacy <ul style="list-style-type: none"> Basic Microsoft Word or similar Basic Microsoft Excel or similar Basic knowledge of financial systems e.g. SUN Email and internet communications 	√ √ √ √ √ √ √ √	