

## Senior Finance Officer

Are you an experienced finance professional with strong payroll knowledge, general accounts office experience and excellent attention to detail? We're looking for a proactive Senior Finance Officer to join our team and support our financial operations.

In this key role, you will support the day-to-day finance function, processing payroll and support financial reporting. You will play an integral role in ensuring financial accuracy, procedural compliance, and the smooth running of internal accounting processes.

<b>Location:</b>	Estate Office, Greatham, Hartlepool, TS25 2HS
<b>Hours:</b>	35 hours per week (Monday to Friday, 9am to 5pm)
<b>Responsible to:</b>	Assistant Accountant, Head of Finance
<b>Job Purpose:</b>	To provide high-quality financial support by administering day-to-day accounting operations, processing payroll accurately, and assisting with financial reporting
<b>Salary:</b>	£34,645

### Payroll Administration

- To administer and oversee the maintenance of systems for effective and efficient payroll administration including PAYE, pension administration and expenses, including:
- Inputting employee pay changes (e.g., starters, leavers, salary adjustments).
- Processing overtime, statutory leave, holiday pay, and deductions.
- Calculating pension contributions and processing payments
- Ensuring correct payment to employees
- Preparing payroll reports and ensuring payroll journals are posted correctly to the finance system.
- Maintain accurate and confidential employee payroll records.
- Ensure compliance with HMRC, National Minimum Wage legislation, and reporting deadlines
- Keep up to date with legislation changes and update payroll processes accordingly

### Financial Management

- To work with the Assistant Accountant & Head of Finance in the preparation of information for accurate and timely management accounts and reports
- To support the drive for best value by providing suitable purchasing information for management
- Manage the debtors ledger
- Support the processing of purchase invoices and staff expenses.

- Process BACS payments, ad hoc payments, and ensure timely settlement of supplier invoices.
- Undertake management of petty cash balances and postings
- Manage postings of cash received
- Account for fundraising activities
- To support budget holders to effectively manage expenditure
- Completion of month end procedures including processing journals and key account reconciliations
- Maintain general ledger records and assist with bank reconciliations
- Support with credit control and ensuring timely payment of invoices
- To assist with year-end procedures, the production of the Charity's statutory accounts and the annual audit process
- To assist the Head of Finance in managing and maintaining the Charity's financial systems to ensure that information is accurate and up to date
- Assisting with the implementation of projects aimed at improving the financial systems and processes within the charity
- To optimise the use of reports and management information from Dimensions and Select Pay
- Support auditors by providing documentation as required.
- Respond to finance and payroll-related queries.
- Support wider finance team with ad hoc tasks as required.

#### **Other**

- To always maintain the highest standards of organisational and customer confidentiality
- To demonstrate a commitment towards your own continuous personal development
- Demonstrate a willingness to work flexibly to support colleagues in the finance team and across the organisation
- To implement The Greatham Foundation policies on Health and Safety, Data Protection and Equal Opportunities always
- To undertake any other duties and responsibilities as may be reasonably required within the scope of the post

Senior Finance Officer

Factor	Essential	Desirable
<b>Qualifications</b>	AAT Level 3/4 or equivalent relevant experience	Part-qualified accountant (e.g., ACCA, CIMA)  Additional professional qualifications
<b>Experience</b>	Minimum 3 years' experience in a finance role  Experience in all aspects of day-to-day financial management  Experienced in the use of accounting systems  Significant experience in processing payroll  Significant experience in general accounts office processes bank and cash, bank reconciliation, purchase ledger, sales invoices	An understanding of The Greatham Foundation's mission, vision and values and service portfolio  Experienced in the use of Access Financials (Desirable not compulsory)
<b>Knowledge/Skills/Abilities</b>	Proven ability to process end-to-end payroll in-house with high accuracy.  Strong numerical and analytical skills; able to interpret variances and present insights clearly.  Sound knowledge and understanding of accounting functions and processes  Knowledge and understanding of payroll processes, including PAYE, NI, SSP, pensions etc  Solid accounting and double-entry bookkeeping skills  Knowledge of accounts preparation to trial balance stage  Accounts reconciliation and follow-up  Strong analytical and problem-solving skills with the ability to anticipate problems and proactively suggest solutions  Highly proficient in Microsoft Excel and finance systems	

	<p>Excellent organisational skills and time management to meet tight monthly and weekly deadlines.</p>	
<p><b>Other (eg attitude, interests etc.)</b></p>	<p>Demonstrates a collaborative approach, working effectively with colleagues across finance and other departments to achieve shared goals.</p> <p>Discretion and respect for confidentiality</p> <p>Able to support and contribute positively to a small team, sharing knowledge and assisting others during peak periods or tight deadlines.</p> <p>Enhanced Disclosure from the Disclosure and Barring Service</p> <p>Clean and smart appearance</p> <p>Committed, enthusiastic, reliable</p> <p>Willing to undertake further training relevant to the post</p> <p>Flexibility to operate within a constantly changing environment</p> <p>Ability to keep calm under pressure</p> <p>Professionalism and integrity</p>	