

Job Description - Finance Support Officer (PB6a)

Job Summary

The Business Support team provide a support service to the district's operations. As a key member of the team, you will play an essential role in delivering high-quality financial and administrative services to managers and function leads, supporting the achievement of our strategic business objectives. You will be responsible for ensuring financial transactions are processed efficiently, accurately and within agreed timelines, ensuring full compliance with established policies and procedures. In addition, you will liaise effectively with both internal and external stakeholders, gathering, collating and sharing relevant information to support operational needs.

Key Responsibilities & Accountabilities

- Oversee the finance mailbox, ensuring that customer and supplier correspondence is dealt with professionally and in a timely manner.
- Ensure purchase/sales invoices and credit notes are processed promptly and accurately.
- Ensure compliance is adhered to including VAT treatment and other guidance provided by the national FE team.
- Verify and process new supplier requests and any amendment requests, providing guidance as required.
- Reconcile supplier statements, obtaining copies of any missing invoices.
- Provide support and guidance to the various district teams on Forestry England procurement, financial processes and other relevant policies.
- Preparation of monthly accruals
- Assist with finance reporting and month end procures, including budget and forecast review meetings.
- Undertake process reviews with the business support team to streamline tasks and boost team efficiency
- Carry out audits and check data to ensure information held is current and correct.
- Provide accurate and timely responses and communication with the team, responding to queries and requests as appropriate.
- Monitor reports and requests from other departments ensuring that queries are dealt with promptly.
- Assist with training delivery as required
- Undertake ad hoc projects and any other tasks reasonably requested by your line manager.
- Promote health & safety compliance within the team
- Provide office cover as required in the team.
- Support for communication outputs as and when required.

Other

- The role will involve occasional travel within the district, potentially with overnight stays to attend meetings/training.

Location-Specific Information (optional)

Bellingham or Grizedale

Skills, Knowledge & Experience

Essential Professional and Technical experience

- Excellent numeracy, analytical and problem-solving skills.
- Experience in using accounting software and other bespoke IT applications, including databases.
- Proficient user of Microsoft applications particularly Excel, with the ability to export, sort and filter data and utilise formulae.
- Strong task prioritisation and time management skills, with the ability to manage competing priorities.
- The ability to deliver excellent customer service
- Ability to work within and add value to a team
- Strong verbal and written communication skills
- Confidence in dealing and working effectively with a wide range of internal and external stakeholders.
- Good administrative skills with excellent attention to detail
- Experience of working within a busy office environment, particularly within a transactional processing team or related finance function.
- Working knowledge of purchase and sales ledgers

Desirable Professional and Technical experience

- Experience in process review and driving continuous improvement
- Budget management and forecasting.
- Experience of supporting the creation of reports/presentations

Qualifications

Essential

- GCSE grade C/4 in Maths & English/Functional Skills equivalent
- Finance qualification such as AAT/CIMA or willingness to work towards alternatively qualified by experience.

Desirable

- A level or level 3 equivalent qualification
- Other relevant academic or professional qualifications