



## JOB DESCRIPTION

<b>Role Name</b>	Finance Officer – Full Time (35 hours)
<b>Primary Objective</b>	To provide support to the Finance Department ensuring all transactions are completed in an accurate, efficient and timely manner.
<b>Reports To;</b>	Head of Finance
<b>Salary Banding</b>	£21,840 - £26,000
<b>Key Focus/Role Purpose</b>	<p>To be responsible for the accurate and timely processing of transactions with particular focus on the following:</p> <ul style="list-style-type: none"><li>• Having the ability to work under pressure and within specific timeframes. You have a passion for problem solving and meet challenges with enthusiasm. You have a keen eye for detail with an interest in bookkeeping and accounts.</li><li>• You offer support to colleagues by providing financial information and solutions when necessary. You work well with others showing an approachable and supportive working relationship. You are an excellent team member and demonstrate a flexible and collaborative approach towards achieving best working practices.</li><li>• You take responsibility for completing tasks in an accurate and timely manner. You will have excellent communication skills and demonstrate good organisational and administration skills.</li><li>• You treat all members fairly and ethically and take good care of member data in line with data protection legislation.</li></ul>

## Key Activities

1. To ensure all Enterprise Credit Union receipts and payments are accurate and up to date.
2. Prepare and process electronic credits and debits in and out of member accounts
3. Process employee and volunteer expenses
4. Assist in the preparation of all bank reconciliations on a daily basis.
5. Ensuring invoices are paid on a timely basis and in line with budget and cash flow requirements.
6. Dealing with staff & member queries relating to financial transactions.
7. Monitor and investigate entries on the member suspense account to ensure balance is kept to a minimum in line with audit requirements.
8. Is able to produce information that is accurate, understandable and timely
9. Accurate and timely payments of all amounts outstanding
10. Preparation of purchase invoices
11. To process and administer insurance claims and liaise with the Credit Union insurance company
12. To deal with member's queries and provide members with support and advice of services offered by the Credit Union.
13. To provide technical assistance to colleagues
14. To prepare and bank any deposits from the credit union into the appropriate credit facilities (bank and post office)
15. To ensure all monies recorded in safe is verified and accounted for
16. To pay and administer payments to member bank accounts and other products available

Enterprise credit union expects all its employees to embrace the principle of living the values. This means that you are able to understand the purpose of the credit union, what it aims to achieve and you ensure the behaviours you demonstrate reflect this culture

## **Key Knowledge, Skills and Experience**

- Experience of working in a team
- Understands the effective use of excel spreadsheets and other Microsoft products
- Great attention to detail
- Excellent telephone skills, or the ability to develop these quickly
- Good communication skills , both verbal and written
- Able to receive and carry out instructions accurately
- Able to work to deadlines
- Keyboard/IT skills and working knowledge of all relevant software
- Friendly, polite, and courteous.
- Excellent time keeping and reliability.
- Ability to work under pressure.

## **Desirable**

- Knowledge of bookkeeping
- Knowledge and understanding of credit unions and objectives.
- Experience of working in a financial services or banking environment.
- Empathy for members and work colleagues
- Strong sense of when to seek management guidance.
- Willing to develop skills and take on future training opportunities

**Successful candidates are subject to a credit check and DBS check.**