
Job Specification

Finance Coordinator – Expenditure

Function: Finance and Operations

Reporting to: Finance Manager

Core Terms & Conditions

The post will be for 35 hours per week, worked over Monday to Thursday from 8.30am to 5.00pm and on Fridays from 8.30am to 2.30pm with one 60-minute lunch break (unpaid) per worked day.

The gross salary will be £21,260 per annum, subject to confirmation of relevant experience.

There will be a six-month Probation Period at the end of which there will be a Benchmark Appraisal. Thereafter, Performance Development Reviews (PDRs) will take place twice per annum.

During the Probation Period one month's notice of termination of employment will be required on either side. Thereafter, both Parties will be required to give a minimum of three months' notice.

Holiday entitlement is 30 days inclusive of Public/Bank Holidays. Holidays are to be arranged in advance with the Employment and Skills Operations Manager.

Location

The Finance Coordinator will be based at the Walled Garden, Bush Estate, Midlothian, EH26 0SB.

Line Manager

The Finance Manager, as Line Manager, will assign work to and manage the post holder.

Person Specification

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Job Purpose

To support the Finance Manager in maintaining the purchase ledger for SELECT, and the expenditure for SJIB and SECI.

Person Specification

1. Strong administration skills, proficient in Microsoft office suite and database, and in the general use of IT systems and programmes.
2. Experience of working in Finance, and of using accounting software.
3. High standard of accuracy, attention to detail and efficiency.
4. The ability to communicate (oral and/or in writing) effectively using a variety of mediums.
5. Ability to work as part of a team.
6. Excellent planning and organisational skills, with the ability to multitask.

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Scope

No responsibility for staff or budgets.

Key Responsibilities

1. Assist the Finance Manager in maintaining the purchase ledger for SELECT.
2. Assist the Finance Manager in maintaining the expenditure for SJIB, SECI, and BSE Skills.
3. Prepare schedules, data analysis and journals for SELECT, SJIB, and SECI.
4. Support the Finance Manager through general administration duties.
5. To act always according to the Staff's Shared Values and Customer Service standards.

NB In addition to these functions, employees are required to carry out such other duties as may be reasonably required.

Key Responsibility Objectives

The following list, though not exhaustive, comprises tasks which are likely to be essential in the performance of the job.

1. Assist the Finance Manager in maintaining the purchase ledger for SELECT.

- 1.1 Log invoices
- 1.2 Issue invoices to Directors of Functions for authorisation, and updating the purchase ledger accordingly on a weekly basis.
- 1.3 Maintain the purchase ledger processes on a weekly basis, including running the purchase ledger reports and processing payments.
- 1.4 Monthly closing of the purchase ledger.
- 1.5 Process bank and online payments for SELECT, SJIB, and SECI weekly / as required.
- 1.6 Process SECI sick pay on a weekly basis.
- 1.7 Prepare expenditure journals from bank account records, including credit cards.

2. Assist the Finance Manager in maintaining the expenditure for SJIB, SECI and BSE Skills.

- 2.1 Process bank payments required for SJIB, SECI and BSE Skills.
- 2.2 Prepare journals from bank records for expenditure from SJIB and SECI.
- 2.3 Process holiday credit payments three times per year.
- 2.4 Process holiday with pay (HWP) payments as required.

3. Prepare schedules, data analysis and process journals for SELECT, SJIB, and SECI.

- 3.1 Prepare schedules and process journals for SELECT, SJIB, and SECI as required.
- 3.2 Assist auditors and provide appropriate documentation and information.
- 3.3 Prepare data presenting and analysis as requested.

4. Support the Finance Manager through general administration duties

- 4.1 Check the finance mailbox and deal with queries daily.
- 4.2 Process expenses, fuel receipts record-keeping, and petty cash.
- 4.3 Maintain the archives quarterly, and where appropriate destroying obsolete records.
- 4.4 Provide support and holiday cover, ensuring the needs of the function are met.
- 4.5 Provide reception support as required.

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CRITERION	ESSENTIAL	DESIRABLE
HNC in Accounts or equivalent experience (at least 3 years)	X	
Team player	X	
Excellent communication skills	X	
Ability to use initiative	X	
Good customer service ethic	X	
Excellent organisation and administration skills	X	
Intermediate Excel skills	X	
Experience in using accounting packages	X	
Intermediate Word skills		X