

## Field Lane Job Description

Title	Senior Finance Coordinator
Salary	£37,500 plus Study Assistance
Responsible To	Finance Manager
Hours	35 Hours per Week
Annual Leave	25 days per annum
Location	Head Office – London Near Victoria

### Job Purpose

To manage the day-to-day accounting and financial tasks, ensuring accurate recording of financial transactions, and providing support in the preparation of financial reports. This includes processing of both purchase and sales invoices and the reconciliation of the books of prime entry. You will assist senior members of the finance team at month end and year end.

### Main Duties

1. Go through relevant financial procedures as necessary with new staff.
2. Set up and train new starters on the purchase order system.
3. Review and post all monthly petty cash and prepaid card returns per the management accounts timetable.
4. Maintain the Purchase Ledger making any changes necessary such as name and bank details with the necessary correct documentation.
5. Maintain the Sales Ledger making any changes necessary such as name and bank details with the necessary correct documentation.
6. To clear accounts payable queries daily
7. Answer queries via telephone and e-mail relating to creditors and payment of invoices.
8. Reconcile monthly the balances on the creditor ledger and supplier statements.
9. Prepare BACS run with supporting documentation.

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10. Document processes used in the Finance function to support the ongoing development of the department and ensure that potential efficiencies are maximised.
11. Support the of Director of Finance with the Business Partnering approach to non finance colleagues.
12. Reconciling the Aged Debt report at month end to the General Ledger ensuring all payments are allocated and providing notes on any outstanding debt and action being taken for recovery.
13. Collecting Payment and managing the credit control function for both Field Lane and Fun.
14. Ensuring all Fee invoices are properly raised accurately for all Client Services
15. Ensure all rent and service charges are billed accurately.
16. To act as a point of reference for guardians when it comes to invoices queries and rent and service charge increases.
17. Produce weekly report showing voids per project and distribute to senior management team.
18. Produce monthly analysis showing the fees received compared with fees expected by client and to raise any adverse variances with the director of finance.

## **General**

- Complying with Field Lane's policies and procedures at all times.
- Covering and supporting other members of the team as necessary.
- Attending and participating in team meetings and other meetings as required.
- Being proactive in reflecting on own performance and identifying and acting upon areas for improvement and development.
- Undertaking as required any other duties compatible with the level and nature of the post and/or reasonably required by your line manager or other senior colleagues.

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### Person Specification

We need you to provide a covering letter to give evidence with supporting examples of how you meet the requirements in each point listed below.

#### Experience

- A formal finance qualification, or evidence of a significant period of study towards one.
- Experience of databases for the purposes of inputting and extracting information, report writing and design
- A proactive attitude
- To have demonstrable experience of working across multiple financial disciplines within a busy finance department
- Liaising with banks & auditors.

#### Skills, Knowledge and Abilities

- Willingness to undertake training and continuing professional development.
- Advanced experience of Excel spreadsheets skills including the use of and knowledge of complex formulae set-ups.
- Ability to plan, manage and organise own workload.
- Good interpersonal skills and an ability to communicate with staff at all levels across all departments.
- Team working.
- Computer literate, including Word, Excel, and Microsoft Office.
- Excellent written and numeracy skills.
- Sound analytical skills and the ability to apply those skills to problem solving.
- Adaptable to different situations
- Positive attitude towards disability.
- Commitment to the principles of equal opportunities and diversity