



Job Title	Finance Officer	Reports to	Finance Manager
Location	Warrington		
Department	Income Generation & Finance		
Job purpose			
To provide accurate, efficient, and high quality financial and payroll support in accordance with procedures, legal requirements and best practice to help ensure the smooth running of the PAPYRUS' financial systems, records and procedures			
Jobs reporting into the job holder		N/A	
Key responsibilities and duties			
<p>PAYROLL</p> <ul style="list-style-type: none"> • Support the Finance Manager to process the monthly payroll for circa 115 staff. • Submit timely and accurate information to the pension provider and HMRC. • Process expenses in accordance with the Expenses Policy. <p>FINANCE</p> <ul style="list-style-type: none"> • Purchase ledger duties, including processing invoices in a timely and efficient manner (using Dext smart software), completing weekly payment runs and monitoring aged creditors. • Resolve queries from suppliers, and internal and external stakeholders. • Liaise with internal and external stakeholders to resolve invoice queries or to obtain missing documentation. • Carry out weekly bank/cash reconciliations on Xero or similar system • Raise customer invoices for Training as required and monitor aged debt • Assist with month end and year end tasks • Assist with ad hoc analysis and reporting. • Comply with all financial processes, ensuring policies are adhered to and deadlines are met • Processing and correctly coding invoices to account codes, cost centres, and reconciling supplier statements. • Preparing supplier and staff expense runs. • Raising and correctly coding sales invoices to account codes, cost centres, and debt chasing. 			
Health and safety			
<ul style="list-style-type: none"> • Fully endorse, demonstrate and carry out the health and safety policy. • Comply with all policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and assist if required with the amending of risk assessments periodically. 			

<ul style="list-style-type: none"> Identify and resolve maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury. 			
Safeguarding			
<ul style="list-style-type: none"> PAPYRUS Prevention of Young Suicide is committed to safeguarding the welfare of children, young people and adults at risk and expects all staff and volunteers to endorse this commitment. The employee must act to protect all children, young people and adults at risk that they interact with. The employee must report any misconduct or suspected misconduct to the Designated Safeguarding Lead. 			
General			
<ul style="list-style-type: none"> Cooperate fully with colleagues and be flexible when assisting them in response to business needs. Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers. Comply with all policies and procedures and act in the best interest of the charity at all times. 			
The above job description is not intended to be exhaustive the duties and responsibilities may therefore vary over time according to the changing needs of the charity			
DBS check required		Standard	
Person specification			
* Method of Assessment: A = Application Form; I = Interview/ Assessment; C = Certification or other evidence		Essential/ Desirable	Method
Qualifications	<ul style="list-style-type: none"> English and Maths GCSE or equivalent Working towards a recognised finance qualification, e.g. AAT A recognised payroll qualification or proven equivalent professional experience 	E E D	A A, I A, I
Experience	<ul style="list-style-type: none"> Experience in providing effective and efficient financial support for supplier / customer queries Experience of using Xero or similar accounting software for input and reporting. Experience of using Sage Payroll Demonstrable experience in Accounts payable, Accounts receivable and Bank reconciliations 	E D D E	A, I A, I A, I A, I
Knowledge, skills and qualities	<ul style="list-style-type: none"> Proficient when using ICT packages including Word and Excel Strong analytical abilities with excellent attention to detail and the ability to deliver on tasks. A confident communicator who is effective at building rapport and working collaboratively 	E E E E	A, I A, I A, I A, I

	<ul style="list-style-type: none"> • Strong organisation skills, able to work to deadlines in a fast-paced environment • Ability to build good relationships with and communicate financial information to non-financial colleagues and clients • Ability to handle confidential and sensitive information appropriately • Willingness to undertake further training as required 	E E E	A, I A, I A, I
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I confirm that I have read and agreed to this job description outlining the main duties of my job role.

Job holder name:

Signed: _____ **Date:** _____