Role Description: Finance Officer

Salary: £26,000 - £32,500

Reporting to: Head of Finance & Risk

Location: Central London office, with remote working practice and monthly attendance to staff meetings

Hours: 0.6FTE (21 hours per week)

Responsible for: No direct reports

Main Function of the role

To support the effective financial management of UKCISA by maintaining accurate financial records, processing transactions, ensuring strong financial controls and producing timely financial information. The postholder will work closely with the Head of Finance & Risk to support budgeting, management reporting, audit, VAT compliance and continuous improvement of financial systems and processes

Key responsibilities:

Financial Processing

- Ensure all financial transactions are recorded accurately within the finance system, including the VAT treatment.
- Process purchase invoices, credit notes and supplier payments
- Maintain the purchase ledger, ensuring invoices are coded accurately and authorised in accordance with UKCISA's policies and procedures
- Administer payment runs and maintain accurate and complete records of all payments and authorisations
- Raise sales invoices on Xero either manually or via uploads, as required to maintain an accurate sales ledger
- Monitor outstanding debts and support effective credit control processes across all income streams
- Provide credit control activities to support UKCISA's annual membership renewal process. This process is a partnership between Finance and Engagement & Partnerships team.
- Together with the membership assistant, support the membership renewal invoicing process
- Support the monitoring of cash balances and cashflow requirements, highlighting any concerns to the Head of Finance & Risk
- Process staff expense claims and corporate card transactions in accordance with policy
- Maintain accurate records, clear audit trails and electronic filing of all financial documentation

Financial Control and Reconciliations

- Perform monthly bank reconciliations and investigate discrepancies
- Reconcile balance sheet control accounts monthly
- Perform reconciliations between the CRM and the finance system

- Support month end process and ensure all reconciliations are completed to agreed deadlines
- Assist with maintaining effective financial controls and compliance with financial procedures
- Identify and escalate any financial control concerns to the Head of Finance & Risk

Management Information and Reporting

- Assist with the preparation of monthly management accounts and forecasting information.
- Support the Head of Finance and Risk with any ad-hoc reporting requirements

Audit & Compliance

- Support the planning and delivery of internal and external audit
- Assist with the preparation of audit working papers and year-end schedules
- Act as a key contact for auditors on assigned audit areas
- Coordinate information requests and ensure timely provision of evidence

Systems and Continuous Improvement

- Support the effective operation of financial systems and related processes
- Contribute to process improvements, digitisation initiatives and system developments
- Maintain data accuracy and support data quality checks across all platforms used
- Assist with the development and maintenance of finance procedures and standard operating procedures
- Support integration between finance and other UKCISA systems, where appropriate.

Business Partnering and Service Support

- Build positive working relationships with colleagues across UKCISA
- Provide guidance to staff on purchasing, expenses and finance procedures
- Promote compliance with financial policies and procedures
- Contribute to a culture of continuous improvement and excellent customer service

Other Duties

- Undertake such other duties as may reasonably be required
- Participate in organisational meetings, projects and training activities as required

	ESSENTIAL CRITERIA
Qualifications and Experience	• AAT Level 2 qualified or actively studying towards the qualification • At least 2 years experience of working in a finance role • Experience of sales ledger, purchase ledger and bank reconciliations

	• Experience with finance software such as Xero, Sage • Experience supporting month-end and year-end finance processes
Skills and Capabilities	• An interest in and developing a commitment to UKCISA's vision and mission • Strong attention to detail and commitment to accuracy • Highly competent excel user • Ability to prioritise workloads to meet deadlines • Strong numerical and analytical skills • Good written and verbal communication • Ability to build positive working relationships across teams • Commitment to confidentiality and professional integrity • Proactive and flexible approach to problem-solving and continuous improvement • Committed to equality, diversity and inclusion

By the end of the probation period, you will have

- Established yourself as a trusted member of the Finance team and built positive working relationships across the organisation
- Be confidently and accurately carrying out the day to day financial operations with appropriate levels of supervision
- Develop a strong understanding of UKCISA's annual business cycle, including peak and quieter periods of activity, and how these influence finance workloads, cashflow, reporting requirements and planning throughout the year.