

Role Brief: Finance Technician

2024

Post Title:	Finance Technician	Contract Type:	Permanent
Salary:	£20,400 (£25,500 FTE)	Place of Work:	Plymouth (Head Office) – City Centre location
Division:	Finance		
Reports To:	Finance Manager	Working Pattern:	Working pattern negotiable, between Monday-Friday 9.00am-5.00pm
Contracted Hours:	30 hours		

Person Profile...

Values	
Transparency	...trust is built on telling the truth.
Engagement	...treat people like they make a difference, and they will.
Quality	...don't just do it; do it well.
Attributes	
Self-aware	... understand how your actions impact on others - it's not what you do, but the way you do it
Self-starter	... able to work under own initiative and motivated by an ambition to continuously improve.
Team-player	... enjoys being part of a team and helps others; working together to deliver wider priorities.
Analytical	... has an enquiring mind and an eye for detail; is meticulous and well organised.
Processor	... pays close attention to detail in both the finish point and the best way to get there.
Compassionate	... values the contributions of others, always acting with integrity.
Resilient	... confident to speak up and bring important points to the attention of decision makers.
Person-centred	... understands the indirect impact of the role's responsibility on the people we support.

Essential Person Criteria

- a. **Demonstrable attributes**
Refer to attributes above
- b. **Relevant Experience**
Proficient in Microsoft Excel, experience of finance systems to input data
- c. **Qualifications**
AAT Level 2 or equivalent; English functional skills

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Responsibilities in Role
1. Financial Data Administration & Processing
2. Finance Reporting
3. Accounting & Cash Handling
4. Provide support across the Business and Finance Divisions

It is critical that you have an eye for detail and take personal responsibility for the quality and accuracy of data entry, control, processing and reporting as required in this essential role. Working collaboratively with our established Finance Technician, you will use your specialist skills and experience to connect information or “join the dots” that may have wider financial implications.

You will be responsible for the day to day accurate, timely and consistent **financial data administration and processing** including:

- purchase invoices and making timely payments
- divisional monthly cash sheets, credit cards and other payments
- produce invoices (Support related) and report changes to Finance Manager
- produce invoices (Homes related) - recharging utilities and maintenance costs to tenants.
- provide financial support to our Homes Division including:
 - rent payments and Housing Benefits
 - maintenance cost reporting
- bank reconciliations
- maintaining current and accurate accounting records

You will be responsible for key areas of **finance reporting** including:

- producing weekly support hour reports and check against support contracts and sales invoices
- monthly purchase ledger reporting and monitoring of aged balances
- produce variance reports, including comparisons to previous periods
- support with ad-hoc reports as required
- reporting inconsistencies, in a timely manner, to the Finance Manager

You will be responsible for supporting areas of **accounting and cash handling** including:

- supporting and undertaking cash handling processes
- production of relevant schedules to support any other financial management needs

You will **provide support across all Business and Finance functions**, including but not exclusively:

- cover during other staff absences
- supporting e-mail management to ensure enquiries and documents are assessed, prioritised, and responded to within agreed timeframes
- support the regular review of processes and systems to assure the quality and efficiency of business and finance services and experiences
- support all other Finance responsibilities as required, working collaboratively for the greater good of the population that we serve.