
JOB DESCRIPTION

Job Title: Senior Finance Officer & Credit Controller

Responsible to: Directly: Head of Finance

Responsible for: Indirectly: Finance Officers x 3

Job Purpose

Work with the Head of Finance to manage the finance office and ensure that financial practices operate to a high standard including compliance with the month end ledger closedown timetable.

As advised by the Head of Finance to organise work around key priorities and Group Requirements.

To act as cover for the finance officers on all key financial processes, sales ledger, purchase ledger, bank accounting and rent accounting in times of absence.

To manage the data storage held both electronically and in paper format ensuring that confidentiality and a consistent approach to filing is maintained.

To work with finance officers and ensure that colleagues across the organisation comply with information requirements for efficient finance processing.

To be the credit controller for all debts owed.

To continuously improve processes and ensure the department uses new system functionality.

Key Tasks and Responsibilities

Finance Office

1. To work with finance officers proactively to ensure daily processing of transactions takes place.
2. To ensure queries and missing information requests are issued daily to departments with clear timetable for resolution.
3. In the absence of any finance officers to cover and continue their work until they return.
4. To set weekly timetable of activities to be completed and to ensure that timetable is achieved.
5. To work with other departments and ensure data supplied to finance is accurate and timely.

Month End

1. As instructed by the Head of Finance to ensure the closure of the main accounts ledgers, sales, nurseries, purchase, bank and rents in accordance with the timetable and to assist finance officers as required by processing transactions.
2. To ensure that the ledgers are well managed and that all reconciling and unmatched transactions and balances have been cleared, by reviewing the month end reports.
3. To ensure that the clean month end ledger reports are compiled by the finance officers and stored in the management accounts folder.
4. To process accounts journals as required to the nominal ledger.

Credit Control

1. To carry out the credit control function of the department for nursery and trade debtors.
2. To prepare regular reports on credit control results.
3. To ensure the Finance Officers adhere to best practice on sales ledger credit control activities, e.g. regular issuing of customer statements and allocation of payments.
4. At each month end prepare the bad debt provision for review.

Finance Administration & Office Support

1. To manage all aspects of departmental administration including ordering and management of controlled stationery, document storage and archiving.
2. To assist finance staff with the maintenance of procedure manuals including leading on an annual review of all procedures.
3. To place orders on behalf of the department as authorised by the Finance Director.
4. To ensure that all post is opened immediately and distributed to relevant staff and other departments the same day.

General Obligations

1. To promote a caring, helpful and unbiased attitude towards all residents and other members of the general public and to maintain an impeccable standard of honesty and professionalism in all such dealings.
2. To adhere to the YMCA's Health & Safety, Equal Opportunities and other policies and to contribute as required.
3. To promote the activities of the YMCA in a positive and conducive way to all staff, residents, other organisations and the general public.
4. To develop good working relationships within the YMCA, across all departments and centres.
5. To support and work within the Christian aims and purposes of the YMCA.
6. To ensure full compliance across Children's Services and Adult Services with the associations safeguarding standards. Ensuring that all Nurseries and Housing Services operate within the procedures for the relevant Local Safeguarding Board and the associations own policies and procedures.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

PERSON SPECIFICATION – Senior Finance Officer & Credit Controller

	JOB CRITERIA	Essential	Desirable
	Skills		
	Word to high standard and excel to intermediate standard.	✓	
	Ability to multi-task.	✓	
	Accurate & methodical.	✓	
	Target and deadline focused.	✓	
	High attention to detail.	✓	
	Excellent written and verbal communication skills	✓	
	Strong organisational and data management skills.	✓	
	Organised, adaptable and assertive.	✓	
	Knowledge		
	Month End closedown.	✓	
	Processing to financial systems.	✓	
	Nominal ledger reconciliations.	✓	
	Nominal ledger chart of accounts.	✓	
	Credit control practices.	✓	
	Experience		
	Minimum of 5 years finance office work across all ledgers.	✓	
	Minimum of 3 years as a finance office team leader or equivalent.	✓	
	Proven track record in credit control.	✓	
	Working in a small team in a fast-moving environment.	✓	
	Running reports and providing financial information to line manager.	✓	
	Qualifications		
	2 A levels A-C grade.		✓
	AAT or similar qualification.		✓