

Finance Officer

Job Description / Person Specification

Challenge Consultancy is one of the most innovative and respected organisations in the Equality, Diversity and Inclusion field. We are also one of the most popular EDI training companies, working both across the UK and the globe. We offer high quality, innovative training solutions and, due to demand are expanding our team. We work across all fields and our dynamic approach helps our clients make transformative change.

We design engaging and thought-provoking training courses, tailored to suit our client's needs. Challenge offer training courses, workshops, research, eLearning, mediation, coaching and consultancy. We work with some of the most prestigious clients in the UK and the world including ARUP, the BBC, Financial Times, Houses of Parliament, Kings College London, UNICEF and Warner Music

We were founded in 1985, by the Managing Director, Femi Otitoju. Femi is an inspirational and captivating trainer, who, along with Donna Carty, our Training Director, lead a diverse team of energetic, highly experienced trainers. The operational delivery, business development and administration are undertaken by an efficient office-based core team.

Our current Finance officer will be on maternity leave from June 2020 and we are looking for maternity cover for a period of 1 year. The Finance Officer provides support to the organisation in the delivery of its financial systems. The post holder will work alongside the Delivery Manager to ensure the smooth running of all book-keeping and finance related tasks.

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MAIN DUTIES AND RESPONSIBILITIES

1. General office duties:

- Deal with telephone and e-mail enquiries.
- Update of computer based information.
- General administrative support.
- Ordering of office supplies.

2. Computerised bookkeeping:

- Use the Access database to manage training and other services bookings, maintain the diary, organise meetings and track new and existing client information.

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- Ensure that all income is accurately recorded and remittances are noted and filed according to procedures.
- Raise invoices for clients and ensure all invoices from suppliers are accurate and meet the service expectations.
- Day-to-day bookkeeping using Sage Line 50 Accounts package and Microsoft Excel.
- Maintain petty cash records.
- Prepare the debtors list and regularly chase debtors to maximise income.
- Provide the Director and Delivery Manager with regular updates on progress.

3. Payment of Suppliers:

- Liaise with other staff to:
- Ensure that goods are ordered in accordance with agreed procedures.
- Ensure that proper documentation is kept for returns and that credit notes are obtained.
- Ensure that payments are correctly authorised.
- Ensure that rent, insurance and other periodic payments are made and that proof of payment is obtained.
- Prepare supplier payments in accordance with procedures and ensure accurate information is sent to the Director for payment.
- Check suppliers' statements and deal with queries.
- Prepare cheques for signature in accordance with the mandate and with supporting documentation.

4. Other

- Uphold Challenge Consultancy's Equal Opportunities and other policies.



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- Carrying out small projects.
- Such other duties as may be required and which are consistent with the duties of the post outlined.

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Assessment Stage: Application Form = A Test = T Interview = I

Experience	A	T	I
Experience and confidence using Sage	✓		✓
Experience in bookkeeping and financial controls	✓	✓	✓
Experience of using a wide range of Microsoft computer applications, in particular Excel and Access (or other databases)		✓	✓
Skills and Abilities			
Excellent communication skills, both written and oral, and ability to deal effectively with colleagues and customers face-to-face, by email and on the telephone	✓	✓	✓
Excellent planning and organisational skills			✓
Ability to work flexibly, take initiative and problem solve	✓		✓
Excellent attention to detail and accurate data entry		✓	✓
Ability to prioritise and produce reports in a timely manner		✓	✓
Good at working calmly under pressure, being flexible and multi-tasking	✓		✓
Ability to work independently and take initiative	✓		✓
Knowledge			
An understanding of and interest in the issues surrounding inequality in society today	✓		✓

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Main Terms and Conditions

Job Title:	Finance Officer
Hours:	3 days per week (or 24 hours in a week, including paid lunch break)
Term:	Maternity Cover
Salary:	£26,000 per annum full time, calculated pro rata
Annual Leave:	Full time employees are entitled to 20 days holiday in each Holiday Year plus Bank and other statutory holidays occurring during the course of your employment, part time employees receive a pro-rata entitlement.

Please go to our website <http://www.challcon.com/jobs.html> to download an application form. Submit your completed applications to neha@challcon.com by the closing date.

Please note CVs will not be accepted.