Finance & Credit Controller

Length of contract: Permanent (Subject to continuance of funding)

**Salary:** £25,981 - £28,685

**Based at:** Accrington

**Reporting to:** Operations Manager

**Hours:** 18.5 hours

**Our Mission**

We help people to achieve the outcomes that matter to them in their lives, by providing high quality advocacy.

**Main Purpose**

As a Finance & Credit Controller, you will ensure prompt collection and reconciliation of accounts, minimisation of outstanding debts and maximise cash flow. You will provide support to the senior leadership team by ensuring targets are met and problems are identified and overcome. As well as supporting our Finance Administrator, you will be responsible for developing and maintaining internal and external relationships ensuring that all operational issues are resolved in an efficient and effective manner.

**Main duties and responsibilities:**

* Manage and oversee all aspects of credit control, including for our spot purchase and block contract services, ensuring processes are always followed for timely payments, including timely follow-up on overdue accounts and the escalation of unresolved issues.
* Prepare and distribute regular aged debtors' reports, highlighting overdue accounts and potential risks.
* Raise Monthly/ Quarterly Commissioning Invoices.
* Manage all aspects of financial recording, including document production, paying invoices, incoming donations, maintaining records of expenditure and chasing up outstanding invoices in a timely fashion.
* Assist SLT with administration of bank accounts, making any deposits when necessary.
* Be responsible for Petty Cash, requesting a float in a timely fashion and reconciling receipts.
* Assisting in the preparation of monthly and annual management accounts.
* Complete Finance Annexes for statistical monitoring and provide reports and information to CEO, Treasurer, Chair and auditor as required.
* Create, send, and follow up on invoices and manage process efficiently via Xero.
* Prepare budgets and financial information for tenders.
* Annually draw up an organisation wide budget and input into Xero.
* Assist with annual internal and external financial audits.
* Deputise for the Finance Administrator during periods of leave and cover their priorities if necessary.
* Assist with payroll preparation and any changes and ensure that all payroll deadlines are met.
* Assist with Employer/ Employee pension contributions.
* Assist with new starter finance inductions to ensure new team members are fully equipped with important information and their financial details are set up correctly.
* Assisting with the implementation and management of internal financial processes and procedures.
* Assist with the internal ‘accounts’ inbox, responding to queries in a timely manner.
* Suggest changes or improvements to both financial and administrative processes to increase accuracy, efficiency, and potential cost reductions.
* Work as a member of the team, attend monthly team meetings, and contribute towards service planning and developments for advocacy and the wider organisation.
* Be flexible to support work across all areas to meet service demands.
* Be available to work occasionally in the evening and weekends as required and be prepared to travel across Advocacy Focus’ office sites as required.
* Undertake any other duties as commensurate with the grading of the post.

**Person Specification – What we need from you**

This section outlines the things we need from a Finance & Credit Controller. You will see you don’t always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are those things which you must have in order to do the job. Desirable criteria are those qualities that would be either useful, or an advantage to have and/ or are things that you could be trained to do.

Don’t meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Advocacy Focus we are dedicated to building a diverse, inclusive, and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyways. You may just be the right candidate for this or other roles.

|  |  |
| --- | --- |
| **Education and training** | |
| **Essential** | **Desirable** |
| Experience of using financial software systems | Accounting or Finance Qualification |
| Minimum of 2 years’ experience in a finance, credit control, or accounting role | Experience of Xero accounts management system |
| GCSE B or above in Maths (or equivalent) | The ability to drive and a full UK drivers’ licence |
| GCSE C or above in English (or equivalent) |  |
| **Achievements, experience, skills & abilities** | |
| **Essential** | **Desirable** |
| Ability to understand basic accounting principles and invoicing and payment processes |  |
| Experience of managing monthly payroll processes |  |
| Experience of managing monthly Company Pension contributions |  |
| Experience in finance administration |  |
| Experience of producing accurate and complex documentation and correspondence |  |
| Knowledge and confident use of general accounting systems and applications. |  |
| Ability to work independently and prioritise tasks effectively in a fast-paced environment |  |
| Excellent attention to detail and highly accurate spelling, grammar and proof-reading skills |  |
| Effective verbal and written communication skills, able to write concise reports |  |
| Knowledge and confident use of general IT systems and applications including spreadsheets, word processing and databases |  |
| Ability to deal sensitively and appropriately with confidential information |  |
| Excellent communication and interpersonal skills, with the ability to build rapport with internal and external contacts and negotiate effectively |  |
| Team player, able to ask for and give support to colleagues |  |