

FINANCE OFFICER

Introduction

Novatia is a Winchester based company, specialising as independent consultants for ICT and Education. We are looking for a new employee to join our team, on a full-time permanent contract.

Job Title	Finance Officer
Location	Winchester
Hours	Full Time, Monday – Friday
Start date	Sep 2022
Salary Guide	£18k-£20k per annum (remuneration will be in line with experience)

Job Description

Role Summary

The role will suit a highly adaptable person, willing to take on and learn multiple tasks at any given time. It is a varied role that can be covered using transferable skills. An overview of the four main responsibilities are:

- Finance
- Procurement
- Office Administration

Key Duties and Responsibilities

Finance

- Review, update and maintain all Finance Processes
- Downloading of bank transactions onto Xero and reconciliation of receipts and payments
- Posting of transactions from factoring account
- Posting of sales and purchase invoices
- Processing employee expenses
- Customer invoicing and credit control
- General housekeeping of Xero to maintain integrity of accounts

Procurement and Supply Chain

- Liaising with suppliers and associates to generate quotes in line with cost models
- Placing equipment orders for projects following obtaining quotes
- Purchase Orders and invoice processing
- Processing of associate orders
- Management of Approved Suppliers, including vetting new external suppliers

Office Administration

- Support the delivery of project administration
- Preparation of project documentation (including proof reading)
- Tasks relating to the online project system, including opening and closing projects, calculating quotes and inputting contact information
- Supporting daily office tasks; call answering, checking post, ordering supplies

Person Specification

Qualifications and Technical Skills

Essential:

- A Level (or equivalent) qualification
- Competent IT skills (including use of Microsoft Excel and cloud-based systems)

Preferred:

- Qualified to degree level

Experience

Essential:

- Experience working in an office environment
- Experience of finance work

Preferred:

- Experience of project work
- Use of finance accounting systems

Personal Qualities

Excellent communication skills
Organised with a positive attitude to work
Ability to prioritise workload and work under pressure
Ability to take ownership of tasks
Ability to meet deadlines
Attention to detail