

# Chartered Banker

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## **ROLE PROFILE**

**Job Title:** Finance Administrator

**Reports To:** Head of Finance

**Hours:** Full Time

**Location:** **Hybrid** working arrangement with approximately two days a week in Edinburgh city centre office.

### **Job Purpose:**

Assist Head of Finance and the Finance Manager with the efficient running of the Finance team

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### **Duties & Responsibilities:**

- Updating daily transaction records including bank postings & Sagepay
- Accurately nominal coding and inputting of Supplier Invoices and ensuring Supplier Ledgers are up to date.
- Making bank payment for Supplier Invoices.
- Processing of Expenses and Credit Cards.
- Managing accounts receivable and payable.
- Resolving account discrepancies.
- Ad-hoc finance requests.

### **Qualifications, Skills & Experience:**

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#### **The job holder requires to have:**

- At least 1 years' experience in a similar role
- Competent user of Microsoft Office, particularly Excel

- Experience of CRM (Microsoft Dynamics or similar) would be advantageous
- Strong written and verbal communication skills

## Person Specification

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Champions our Core Values by demonstrating:

- **Excellence** – ability to manage a diverse workload and prioritise accordingly. Strong attention to detail and accuracy and consistently produces a high standard and volume of work within agreed timescales.
- **Innovation** – strong ability to problem solve and troubleshoot. Adopts a constructive and positive approach to influence others.
- **Integrity** – Is self-motivated, with proven ability to work effectively under time constraints. Can prioritise and organise own workflow on a daily basis and determine when it is appropriate to seek direction.
- **Collaboration** – excellent communicator with a proven ability to build, maintain and influence effective relationships with colleagues and stakeholders. Competent in responding proactively to direction from colleagues in the immediate and wider teams.