

# Chartered Banker

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## **ROLE PROFILE**

<b>Job Title:</b>	Finance Officer
<b>Reports To:</b>	Head of Finance
<b>Hours:</b>	Full time – with flexibility to consider Part Time
<b>Location:</b>	Flexible/Hybrid – must be willing to travel to the Edinburgh office when required

### **Job Purpose:**

Assisting the Head of Finance and Finance Manager with the efficient running of the Finance team; taking responsibility for day-to-day transaction processing activities in liaison with the purchase ledger assistant.

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### **Duties & Responsibilities:**

- Sales ledger transaction processing, invoicing, credit control and month-end income analysis.
- Providing cover for the purchase ledger assistant as required;
- Responsible for liaising with internal teams in the timely submission of monthly claims;
- Assisting with the preparation of monthly and ad-hoc management accounts and reports;
- Completing bank reconciliations in an accurate and timely manner;
- Providing support to the Finance Manager for regular and ad-hoc budgeting and forecasting activities.
- Processing month end journals including accruals, prepayments and selected balance sheet reconciliations; preparing corrective journals for income and expenses reallocation for approval and processing.
- Ownership of the month-end close checklist in liaison with the Finance Manager.
- Assisting with the preparation of year-end schedules, providing support to the auditors during the external audit in liaison with the Finance Manager.
- Contributing to the ongoing review and improvement of financial processes, procedures and documentation;
- Responsible for the identification of historic data cleanse and reconciliation projects and progressing those on approval.

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## Qualifications, Skills & Experience:

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### The job holder requires to have:

- Demonstrable experience in a similar finance role;
- Experience of using Microsoft Office, particularly Excel;
- Experience of an ERP or Modern Accounting Software e.g., QuickBooks, Xero, Microsoft Dynamics etc. would be advantageous;
- Strong written and verbal communication skills are essential.

## Person Specification

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- Strong planning, organisational and administrative skills;
- Ability to solve problems and troubleshoot;
- The ability to build and maintain effective relationships with colleagues;
- Competent user of Microsoft Office;
- Self-motivated, with proven ability to work effectively when unsupervised and/or under time constraints;
- Exceptional attention to detail and accuracy.

### Champions our Core Values by demonstrating:

- **Excellence** – ability to manage a diverse workload and prioritise accordingly. Strong attention to detail, accuracy and consistently producing a high standard and volume of work within agreed timescales.
- **Innovation** – strong problem-solving and troubleshooting abilities. 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 daily 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.