

Job Description: Finance Officer

Permanent -Full Time

Location: Sale

Reports to: Senior Manager – Finance

Overview

Training Qualifications UK is an established Ofqual Awarding Organisation, providing qualifications and related services to a growing number of training providers.

This role sits within the heart of the Finance team and is responsible for day-to-day financial tasks, that ultimately ensures that customers receive a smooth and reliable service, financial records are completed accurately, and TQUK's financial health is impacted upon positively.

This is a highly responsible role that requires exceptional organisation skills, attention to detail, confidentiality and an excellent knowledge of business and finance.

Exceptional communication and customer service skills are a must as this role relies heavily on communicating with customers, debtors, third-party suppliers and dealing with general queries from internal departments.

Candidates should be experienced in using accounting software (preferably Xero), Microsoft Excel, have at least 2 years' accounting experience and be qualified or working towards AAT Level 3 or an equivalent.

Key Responsibilities

Daily

- Sales ledger – Creating and processing sales invoices on Xero
- Purchase ledger - Processing supplier purchase invoices by creating them via Xero to support other departments in authorising them. Typically, 10-15 transactions per day
- Reconciling transactions in multiple banks within Xero
- Processing and reconciling Credit Cards, Expenses, and Debit card transactions via Xero
- Credit control – Contacting debtors for payment dates by phone and e-mail and ensuring that they pay in a timely manner

- Responding to customer enquiries by telephone and e-mail, to resolve and escalate any queries
- Maintaining relationships with customer and supplier finance contacts to deliver exceptional customer service

Monthly

- Ensuring that all records are complete to support month and year end processes
- Producing financial reports for the Senior Manager – Finance and the rest of the leadership team

Other responsibilities

- Develop and maintain in depth knowledge of Training Qualification UK products and services and an understanding of Training Qualification UK internal processes and of the wider educational landscape
- Undertake other duties considered within your skill and competence to assist the smooth running of the business as required
- Model TQUK behaviours, showing courtesy, a commitment to learning and choosing the team above self at all times, gently realigning team members as required.

Essential Skills/ Experience/ Qualifications

- Level 2 English and maths qualifications (or equivalent)
- AAT Level 3 or an equivalent qualification
- 2 Years' accounting experience including experience of accounting software
- Communication and customer service skills
- Organisation skills
- Attention to detail
- MS Office proficiency

Key characteristics

Here are just a few of the essential skills and softer skills you will need to successfully join our team:

- Be responsible and confidential, particularly in sensitive financial information
- Be confident and ambitious with a "can do, will do" attitude.
- Be well motivated, enthusiastic and able to work on your own initiative.
- Have sound IT skills to support core role functions

- Be able to keep an eye on the bigger picture and appreciate where your role fits into the business.
- Be passionate about education and the opportunities that it brings.
- Have a willingness to learn
- Be courteous
- Be willing to put the team first