

Finance Officer

Location	Exeter
Reporting To	CEO
Salary	£30,000
Contract Type	Full Time, Permanent, Monday to Friday
Working Hours	37 hours per week
Closing Date	17 June 2021
Interview Date	22 June 2021

About Us

SWGfL is a charity dedicated to ensuring that children are safe and secure online. We produce and develop products and services for organisations and to help teachers, parents and children alike.

Through our commercial subsidiary, Edtesa, we have a programme to develop and sell safety and security products to commerce with the profits then used to fund our numerous good causes including helplines.

About the Vacancy

We have a vacancy for an Finance Officer to look after the accounts of this ambitious charity. We are offering a competitive salary along with generous benefits for the right candidate.

Working in a small support team, you will provide effective accountancy services and high quality financial information. You will be highly efficient, well organised and driven. Your attention to detail and accuracy will ensure that we maintain a thoroughly professional and effective level of financial management.

The Finance Officer will work within agreed principles and guidelines with minimal supervision from the line manager. Work will be carried out following procedures but some creativity will be required where procedures do not specify all options/outcomes.

This position would suit an AAT Level 3 (or similar) candidate, ideally with experience of Sage 200.

Key tasks and duties include

- Managing purchase ledger and accounts payable, including maintaining supplier records, raising purchase orders, inputting invoices and credit notes, reconciling supplier charges and statements, and paying invoices;
- Managing sales ledger and accounts receivable, including maintaining customer records, raising sales orders and invoices/credit notes, and processing receipts (BACS and cheque);
- Contributing to debt management processes, including providing information internally, issuing sales ledger statements and assisting other staff in pursuing debt;
- Management of nominal ledger, including income, expenditure and assets, and producing balance sheet and profit and loss reports;
- Management of cash and cashbooks, including monitoring and reconciling bank accounts in two currencies, petty cash and company credit cards;
- Undertaking monthly processes, including management accounts, journals, providing nominal ledger transaction listings to departments, reconciling balance sheet and trial balance reports and salaries control account;
- Undertaking quarterly processes, including VAT returns and depreciation journals;
- Undertaking annual processes, including inputting forecasts for the coming year, year-end processes for the previous year, and preparing for the annual audit; and
- Maintaining stock control accounts, where used.

Key skills include

- At least three years' experience in an accountancy role, ideally using Sage 200
- Strong accountancy and bookkeeping skills;
- Competent use of Microsoft Office products;
- Attention to detail and a high degree of numeracy;
- Experience in preparation of monthly management accounts and financial reporting
- Good communication skills;
- Being well organised; and
- Being a team player, but also self-motivated and able to work unsupervised.

Benefits

- Salary £30,000;
- Ongoing support and training;
- Substantial leave allowance progressing to 25 days in second year of service and 30 in third year of service, plus bank holidays;
- Pension with generous contributions from SWGfL;

- Modern office with free on-site parking;
- Other benefits for you and your family including:
 - Annual flu jab, voluntarily available for all staff;
 - Medical and healthcare benefits including dental, optical, chiropody and therapy treatments including physiotherapy, plus many more health and wellbeing services;
 - Online employee discount platform, saving you money on everything from groceries to holidays, fashion and electronics;
 - Cycle to Work Scheme
- Enhanced family friendly policies