

Job Description: Finance Coordinator

Job Title:	Finance Coordinator
Responsible to:	Chief Executive Officer
Supervisory Responsibilities:	None
Working Contacts:	Primary: CEO, Finance Manager, Contract Managers, Project Administrators, Project Partners, Board of Directors, Banks, Retained Accountants, HMRC, Pensions Companies, other Company Staff, Signatories and Suppliers
Location:	Redruth Office
Contract:	Permanent
Salary:	£35,000 pa
Hours of work:	Full Time, Monday to Friday

General Responsibilities:

- Budgets and financial planning (setting and keeping within overhead budgets for the company, drafting budgets for bids for new work)
- Producing management accounts for senior management team
- Maintaining the company QuickBooks accounts system from purchase ledger to sales ledger, including coding and journal entries, accruals and apportionments.
- Monitor internal project budgets and balances. Supporting Managers by the provision of up-to-date and accurate information on the state of budgets and spending, including management accounts for CEO and Directors
- Monthly payroll and HMIR returns, including pensions and allocations of timesheets hours to budgets.
- Bank reconciliations, processing Partner Payments, invoices and bills.
- Quarterly VAT returns.
- Liaison with Company auditors, including preparation for audit and assisting in the production of the annual accounts.
- Monitoring and reporting on cashflow and bank accounts
- Managing aged debtors.
- Managing time recording system and related internal cross charging.
- Conducting checks and balances on financial activity for project administration team.
- Ensure finance system is compatible with changes in legislation.
- Reconciliation of Credit Card statements and Control Accounts.
- Any other duties as may reasonably be required.

Safeguarding:

- To be aware of legislation and responsibilities around safeguarding. Reporting any concerns to the appropriate designated person

Person Specification – Finance Co-ordinator

Identified through application form, interview, and testing.	
Attribute	Requirements
Experience	<ul style="list-style-type: none"> • Experience in senior accountancy role. • Experience of administration of monthly payroll, pensions, HMRC returns. • Experience of VAT returns. • Experience in the use of Sage or similar accounting system. • Experience of assigning salaries to budgets based on timesheets. • Experience of management accounting.
Qualifications & Training	<ul style="list-style-type: none"> • AAT Level 3 or above. • Numeracy and literacy at GCSE or level 2 equivalent.
Abilities, Skills	<ul style="list-style-type: none"> • Team player • Microsoft office applications – particularly Excel, Access, Word and PowerPoint. • Analytical skills. • Good verbal and written communication. • Good time management and ability to meet deadlines.
Disposition, Attitude, Motivation	<ul style="list-style-type: none"> • Integrity and discretion in dealing with confidential information. • Organised and methodical approach to workload. whilst being able to be flexible as required by circumstances. • Team player. • Customer service approach towards colleagues, partners, regulators and clients.

All staff and post holders have a duty for safeguarding and promoting the welfare of learners. Staff must be aware of the Company procedures for raising concerns about learners' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the company as relevant to their role. The post holder's duties must at all times be carried out in compliance with the company's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Company's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the Company's mission and strategic objectives and to demonstrate its values through their behaviour.

Evidence must be provided for any qualifications mentioned in your application form. All offers of employment with LPCO are subject to the receipt of satisfactory DBS checks and references.