

## Job Description

<b>Job Title:</b>	Finance Officer
<b>Grade:</b>	EVH Grade 7 (PA22 – PA25)
<b>Responsible to:</b>	Finance Manager
<b>Responsible for:</b>	Day-to-day supervision of Finance Admin Assistant (Grade 4)

### Job Purpose:

The main purpose of this role is to assist the Finance Manager in the delivery of high quality financial services to ensure that Rosehill meets its regulatory and statutory requirements and performance targets.

### Main Duties and Responsibilities

**The following is not a definitive list and may be subject to change in line with business requirements.**

#### 1. Day to Day Accounting

- Support Finance Admin Assistant with maintaining Bought Ledger
- Maintain Sales Ledger
- Support Finance Admin Assistant with maintaining cashbooks.
- Maintain the stock and carry out quarterly stock takes.
- Process payments through BACS system.
- Reconcile Bank Accounts monthly.
- Support Finance Admin Assistant with checking and preparing BACS requests.
- Maintain CIS documentation and file returns.
- Prepare monthly cashflows.

#### 2. Management Accounting

- Prepare journals as required for authorisation by Finance Manager.
- Reconcile the monthly Bought Ledger control, Sales Ledger control, Stock control, Bank Suspense Account and Petty Cash, and reconcile all other balance sheet accounts quarterly.
- Prepare analysis of individual nominal accounts
- Prepare cost centre analysis as required.
- Prepare accruals and prepayments.
- Prepare Management Accounts for sign off by Finance Manager

#### 3. Annual Accounts

- Assist Finance Manager with preparation of draft accounts for audit.
- Prepare detailed nominal accounts analysis.
- Prepare year end accruals and prepayments.
- Prepare cost centre analysis.
- Prepare annual maintenance expenditure analysis per trade.

<b>4. Salaries</b>
<ul style="list-style-type: none"> <li>• Process monthly salaries.</li> <li>• Maintain PAYE/NIC records.</li> <li>• Process BACS payments for salaries.</li> <li>• Prepare and submit timeously monthly NIC/PAYE</li> <li>• Prepare and submit timeously monthly pension contributions.</li> <li>• Prepare Annual Returns as required and submit timeously.</li> <li>• Implement all relevant changes in respect of PAYE and Salaries.</li> </ul>
<b>5. Treasury Management</b>
<ul style="list-style-type: none"> <li>• Process transfers between bank accounts on Commercial Bank system maximising income from deposits at all times.</li> </ul>
<b>6. Financial Regulations, Controls and Review</b>
<ul style="list-style-type: none"> <li>• Contribute to reviews of financial policies and procedures.</li> <li>• Make recommendations for improvements as and when they arise.</li> <li>• Ensure that all Regulations and Controls are adhered to at all times.</li> <li>• Contribute to the completion of Statutory and Regulatory Returns as required.</li> </ul>
<b>7. Staff Supervision</b>
<ul style="list-style-type: none"> <li>• Oversee the workload of the Finance Admin Assistant</li> <li>• Provide necessary support and guidance including on the job training.</li> </ul>
<b>8. Other Tasks</b>
<ul style="list-style-type: none"> <li>• Liaise with Finance Manager and Technical Services Manager re Contract Payments to ensure that payments to contractors are made timeously.</li> <li>• Submit HAG claims in respect of Stage III Adaptations</li> </ul>