**JOB DESCRIPTION**

ROLE TITLE: Finance Officer

**NEBDN – National Examining Board for Dental Nurses**

**Our Mission**

'To provide lifelong career development for Dental Nurses.'

**Our Vision & Values**

To be the leading awarding organisation dedicated to Dental Nursing and course development, empowering excellence in education'.

**We pride ourselves on being:**

- FAIR
- PROFESSIONAL
- COLLABORATIVE
- INNOVATIVE
- INCLUSIVE

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| **Job Title:** | Finance Officer |
| **Accountable To:** | Finance Manager |
| **Accountable For:** | N/A |
| **Location:** | Office based – Hybrid working pattern |

**Purpose**

To provide support on NEBDN financial process and procedure to all internal and external customers. Reporting to the Finance Manager, the Finance Officer is responsible for accurately administering accounting operations and processes to meet legal and statutory requirements, ensuring compliance with NEBDN procedures at all times to sustain a high level of service to all stakeholders.

**Key Responsibilities**

1. Accurately process all financial transactions in accordance with NEBDN's financial policies and procedures

2. Maintain and operate the day to day accounting system, and 'accounts' email box

3. Create new supplier accounts as required on the accounting system ensuring that they are in accordance with NEBDN's approved supplier list

4. Process all purchase order requisitions and allocate to the correct general ledger codes and departments in accordance with budget holder requests

5. Seek authorisation from the relevant departmental managers before converting requisitions to purchase orders following NEBDN's spending limits and authorisation procedure before forwarding to suppliers

6. Ensure all open purchase orders are receipted in a timely manner

7. Process all purchase invoices against receipted orders on the system as appropriate

8. Reconciliation of supplier accounts to be completed in a timely manner when statements are received

9. Run suggested payments and seek authorisation from the Finance Manager before creating and uploading the BACs file to the online banking system

10. Send remittance advices to suppliers once the BACs file has been authorised

11. Resolve routine supplier enquiries, ensuring excellent standards of service

12. Ensure all pro-forma invoices are raised in a timely manner

13. Ensure payments for expenses are appropriately receipted and can be paid after being passed from an appropriate authorised person

14. Processing credit card receipts as necessary for all company credit card holder

15. Assist the Finance Manager with month end to gather information for the prepayment and accruals schedules and year end audit preparation

16. Prepare analysis of financial information for monitoring reports when required

17. Ensure all transactions are carried out within required timescales

18. Maintain up to date records and filing

19. To provide verbal and written reports as may be required by the Finance Manager or Senior Management Team

20. To cover credit control as required

21. Create and maintain the Standard Operating Procedures for review by the Finance Manager

22. Assist the wider NEBDN team with any appropriate duties

**General Requirements**

1. Ensure that all responsibilities are undertaken in an effective and appropriate manner which meet the requirements of NEBDN in accordance with standards of performance and conduct.

2. Seek to continuously improve in all aspects of the job role in order that the charity delivers the best possible service.

3. Positively participate in internal/external meetings and training.

4. Positively participate in regular one to ones and annual appraisals.

5. Ensure that all NEBDN's policies and procedures are adhered to at all times.

6. Work in accordance with NEBDN's vision and values.

7. Act as a positive ambassador for the charity at all times.

8. Undertake any other duties that may be reasonably required from time to time.

9. Acknowledging the need for professional sharing of information with relevant parties, maintain strict confidentiality of information conveyed to them by the Chief Executive Officer, Trustees, Executive, staff and external organisations.

NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Charity may make any necessary change in job content or may require the post holder to undertake other duties, at any location in the Charity's service, provided that such changes are appropriate to the employee's role.

**Person Specification**

| PERSON SPECIFICATION | | |
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| **CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF ASSESSMENT CV/Interview** |
| **QUALIFICATIONS:** | | |
| Minimum qualification of AAT Level 3 and working towards/achieved Level 4 | E | CV |
| Equivalent professional experience in a similar role – minimum 3 years | D | CV |
| **PROVEN EXPERIENCE:** | | |
| Relevant experience in a charity, not for profit or educational setting or in a commercial organisation | E | CV/INT |
| Experience of using accounting software, in particular Sage packages | E | CV/INT |
| Knowledge of online systems such as, expense claim platforms | E | CV/INT |

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| Experience of administering credit control processes | E | CV/INT |
| Experience of processing expenses | E | CV/INT |
| Experience of raising invoices | E | CV/INT |
| Experience of creating and maintaining good relationships with customers and suppliers | E | CV/INT |
| Experience of producing reports and information on request | D | CV/INT |
| Experience of working to strict deadlines, processing journals and assisting in the preparation of monthly accounts | E | CV/INT |
| **KNOWLEDGE SKILLS & ABILITIES:** | | |
| Able to 'think on feet' and respond to challenging situations whilst also taking a measured approach when required | E | INT |
| Knowledge of business principles and practices | E | CV/INT |
| Excellent written and verbal communication skills and ability to represent the organisation professionally | E | INT |
| Excellent customer service skills | E | CV/INT |
| Excellent attention to detail | E | CV/INT |
| Excellent financial management skills | E | CV/INT |
| The ability to effectively manage a varied workload whilst maintaining high standards of accuracy | E | INT |
| Excellent organisational skills and ability to prioritise multiple tasks | E | CV/INT |
| Good analytical and problem-solving skills | E | CV/INT |
| Excellent IT skills with ability to prepare reports in Word, spreadsheets in Excel and Power Point | E | CV/INT |
| Ambition and ability to reinforce the highest standards of service delivery | D | CV/INT |
| Understanding of data protection standards | D | CV/INT |
| Understanding of regulatory and legal obligations affecting businesses | D | CV/INT |
| **BEHAVIOURS:** | | |
| High standards of personal ethics, honesty, and integrity | E | INT |
| A genuine desire for service excellence and continuous improvement | E | CV/INT |
| Self-motivated and ability to work independently when required | E | CV/INT |
| **OTHER ATTRIBUTES:** | | |
| Able and willing to travel on business when required including overnight stays | E | INT |
| Able to be flexible in hours of work when required according to charity requirements | E | INT |
| Empathy with NEBDN's aims and objectives. | E | INT |

This is not an exhaustive list of duties, responsibilities and accountabilities within this post. This job description reflects the current main organisational responsibilities and accountability for this post. In the context of future business development, these priorities

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| may develop and change in consultation with the post holder in line with service business needs and priorities. |

CRITERIA COMMON TO ALL JOB DESCRIPTIONS:

A job description sets out the purpose of the job, where it fits into NEBDN's structure, the context within which the job holder functions and the principal accountabilities od the job holders, or the main tasks they must carry out. It is not a definitive work plan but an outline of the role and function, it is not intended to describe all specific tasks and NEBDN reserve the right to amend it at any time.

EQUAL OPPORTUNITIES STATEMENT:

All employees are required to adhere to and promote the principles and operation of NEBDN's policies regarding Equality & Diversity, to ensure that the services provided are relevant to ethnically diverse communities and other disadvantage groups.

COMMENSURATE STATEMENT:

At times the post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area where possible.

ADHERENCE TO EMPLOYEE HANDBOOK, POLICIES AND PROCEDURES:

NEBDN is an ever-growing organisation and in some areas data collection od, suppliers, and staff members are an essential part of the business.

All employees have an obligation to read, understand and then sign policies and procedures, and by doing so is an acknowledgement their having read them and understood them, especially those that are pertinent to this role.

| Print Name:<br>(Employee) | Print Name:<br>(Line Manager) |
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| Signature: | Signature: |
| Date: | Date: |