



Post: Finance Coordinator
Department: Finance
Division: Resources & Planning

Job Description

Work as part of the team to co-ordinate and deliver core finance processing for RBGE, the Botanics Trading Company and the Botanics Foundation across a range of activities including:

Purchase Ledger

- Processing invoices using FindDocs system – including scanning and matching invoices with purchase orders and inputting invoice details into the system. Responding to staff queries on these processes
- Dealing with and resolving invoice and payment enquiries from external suppliers and reconciling supplier statements
- Preparing and executing payment runs
- Ensuring compliance with VAT rules affecting expenditure and preparing information for the quarterly VAT returns

Income Processing and Monitoring

- Ensuring restricted and unrestricted income is processed accurately, working with budget holders to ensure timely provision of information relating to income receipts
- Banking, recording and coding of all cash, cheques, credit cards and BACS receipts
- Reconciling bank accounts and providing information to support cash flow monitoring
- Gift aid processing with support from volunteers
- Ensuring compliance with VAT rules affecting income and preparing information for the quarterly VAT returns

Sales Ledger

- Generating and recording sales invoices
- Customer sales reconciliations and debtor management

Expenses/Credit Cards

- Processing and reconciling credit card accounts
- Processing and reconciling imprest accounts
- Checking and processing expenses
- Monitoring and checking compliance with RBGE policies and procedures and internal audit recommendations

Specific Tasks

- Prepare and monitor monthly management accounts.
- Collate and record the monthly sales figures for BTC, ensuring that all figures are received promptly in order to meet the monthly deadlines
- Assist in the development of BTC financial processes and the annual report and accounts



Person Specification

1. Skills/Aptitude:	Essential requirements	Desirable for post
<p>Good written and oral communication skills</p> <p>Good numerical skills</p> <p>Demonstrate good attention to detail</p> <p>Able to work as part of a small team</p> <p>Experience of organising and prioritising own workload</p> <p>Able to work in an office environment that often demands high levels of concentration, while coping with frequent interruptions</p> <p>Able to manage a high volume workload</p> <p>Able to analyse information</p> <p>Good problem solving ability</p> <p>Willingness to accept responsibility</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	
2. Knowledge:	Essential requirements	Desirable for post
<p>Experience in undertaking sales ledger and purchase ledger</p> <p>An understanding of financial administration/accounting processes and procedures</p>	<p>*</p> <p>*</p>	
3. Professional Qualifications:	Essential requirements	Desirable for post
<p>SVQ/NVQ Level 2 in a related subject or relevant work experience</p>		<p>*</p>



Royal
Botanic Garden
Edinburgh

Our Values:

We are **Inclusive**: We recognise, reward and celebrate each other's unique contribution and treat everyone with dignity and respect

We value **Pride**: We have a strong sense of belonging and demonstrate this through what we say and what we do

We have **Purpose**: We are clear on the long and short term priorities of RBGE and align our contribution, responses and actions to these

We are **Communicative**: We are open, respectful, consultative, creating an environment of transparency and trust

We are **Collaborative**: We respect expertise and actively seek opportunities to improve how we work together

We are **Customer-focused**: We understand the needs of our customers and colleagues, and meet and exceed their expectations

We celebrate and value **Curiosity**: We are inquisitive and engaged with the world around us, constantly exploring, expanding our expertise and sharing our knowledge