

Finance Co-ordinator

Finance, Corporate Governance and Risk

Job Description

Purpose

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

Responsibilities

The primary responsibilities of the role are:

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 FindDocs processes and procedures
- Proactively supporting non-finance colleagues to complete FindDocs tasks on a timely basis
- Dealing with and resolving invoice and payment enquiries from external suppliers
- Reconciling supplier statements, investigating discrepancies and liaising with internal and external contacts to resolve issues
- Preparing and executing payment runs, including ad hoc payments to UK and overseas suppliers
- Ensuring compliance with VAT rules affecting expenditure

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, ensuring all transactions are recorded, and providing information to support cash flow monitoring
- Gift Aid processing with support from the Development team
- Collate and record the monthly sales figures for BTC, ensuring that all figures are received promptly in order to meet the monthly deadlines
- Processing card payments by virtual terminal and PayByLink, and complying with internal and external policies
- Ensuring compliance with VAT rules affecting income

Sales Ledger

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

Expenses/Credit Cards

- Processing and reconciling credit card accounts
- Credit card administration and supporting cardholders
- Processing and reconciling imprest accounts
- Checking and processing expenses

Specific Tasks

- Providing support to Payroll as needed, including collating data for payments, deductions, new starts, leavers and changes, prior to internal review and submission to external provider
- Monitoring and checking compliance with RBGE policies and procedures and internal audit recommendations
- Monitoring the Finance mailbox, including responding to staff and external queries, and filing/distributing incoming messages for action by the team

The above is not an exhaustive list of tasks, and you may be asked to perform other reasonable duties as required to meet the needs of the organisation.

Person Specification

Essential Skills

- Strong written and verbal communication skills, with the ability to convey information clearly and confidently to a range of audiences.
- Confident working with numbers and data.
- Able to interpret and analyse information to support decision-making.
- Demonstrates a high level of accuracy in work.
- Proactive in identifying issues and finding practical solutions.
- Works well within a small team, contributing positively to shared goals.
- Builds respectful and supportive working relationships.
- Able to plan, organise, and prioritise own workload effectively.
- Comfortable managing a high volume of tasks in a busy office environment, maintaining focus despite interruptions.
- Willing to take ownership of tasks and follow through to completion.
- Shows initiative and a commitment to continuous improvement
- Experience with sales ledger and purchase ledger processes.
- Understanding of financial administration and accounting procedures.

Desirable

- Holds an SVQ/NVQ Level 2 (or equivalent) in a related subject or has gained relevant skills and knowledge through practical work experience.