

Job Description – Finance Officer

Part-time 30 hours per week

Reporting to: Head of Finance and Business Support

Location: Ampfield

Purpose of the post: The Chartered Institute of Ecology and Environmental Management (CIEEM) is the professional membership body for applied practitioners of the science of ecology and environmental management. CIEEM aims to run its business operations efficiently and cost effectively. This post will support the Chartered Institute's work by maintaining financial and CRM systems and assisting in all administration duties.

Key Result Areas:

1. Financial Administration

- i. Managing the SAGE accounts system and its interface with the CRM system to ensure proper and accurate financial record-keeping.
- ii. Managing and reconciling CIEEM's bank accounts on a day-to-day basis.
- iii. Reconciling the control accounts.
- iv. Undertaking debt collection to minimise monies owed.
- v. Managing the prompt administration of purchase orders and payment of invoices in accordance with CIEEM's financial policies and procedures.
- vi. Ensuring prompt payment of expenses claims and administration of petty cash.
- vii. Reconciling Company credit card statements.
- viii. Keeping accurate financial records of the Institute's Member Networks.
- ix. Assisting with all aspects of the membership renewal administrative process as required.
- x. Administering and reconciling Direct Debit collections.
- xi. Assisting with budget preparation and monitoring.
- xii. Assisting in the preparation of monthly financial reports.
- xiii. Assisting with quarterly VAT Returns.

2. Other duties

- i. Assisting with general office duties (e.g. dealing with telephone enquiries, workshop and conference booking when required)
- ii. Assisting with reception duties as required.
- iii. Complying with internal procedures and policies including data protection, health and safety, financial procedures and performance management
- iv. Undertaking any other duties of a similar nature when required.

Person specification – Finance Officer

	<i>Essential</i>	<i>Desirable</i>
Education/qualifications		
A financial or accounting qualification		✓
Evidence of relevant training	✓	
Experience		
A proven track record of efficient financial administration	✓	
Experience of using SAGE accounts system	✓	
Experience of using a range of IT software packages including Excel and Word	✓	
Experience of liaising with suppliers and customers	✓	
Experience of using a CRM system		✓
Knowledge and skills		
Good understanding of financial accounting procedures	✓	
Good understanding of data protection and financial security issues	✓	
Ability to plan, prioritise and manage deadlines	✓	
Personal qualities		
Ability to understand CIEEM's values, purpose and structure and to organise financial administration appropriately	✓	
Ability to evaluate options and come up with effective solutions	✓	
Self-motivated and able to manage own time effectively	✓	
Ability to build effective relationships with both internal staff and external customers/suppliers	✓	
Consistently delivers good customer care	✓	
Contributes enthusiastically to team-working	✓	
Has a positive approach, consistently achieving good quality work on time and responding positively to feedback	✓	

Hours of Work: CIEEM operates a 37.5 hour full time working week (normally Monday to Friday 09:00 to 17:30) with a flexi time system for hours accrued in addition to this. This post is 0.8FTE so 30 hours per week.

Pension: CIEEM has a Defined Contribution Qualifying Workplace Pension Scheme in which all qualifying employees will be automatically enrolled after 3 months employment. CIEEM will contribute up to 10% of gross salary to the pension scheme dependent on the level of employee contribution.