



VALUATION TRIBUNAL SERVICE

JOB DESCRIPTION

JOB TITLE:	Finance Administrator
RESPONSIBLE TO:	Finance Officer
GRADE:	SCP 9 (£25,048) – SCP 22 (£31,293) inclusive of £3,779 London Allowance Dependent on achieving a qualification in AAT/ACCA/CIPFA/CIMA and successful performance in the role.
REPORTING:	Direct reports – Finance Officer, Finance Controller, Finance Director Indirect reports – VTS Budget Holders, VTS Management Team
LOCATION:	London Office, with requirement to travel
TERM:	Initially 2 year fixed term but with the possibility to extend or become permanent if successful during that period.

JOB PURPOSE:

The VTS intend that this role will evolve and develop over time and with the aim, if successful, of the individual transitioning into a Finance Assistant or Finance Officer role in the future with the appropriate levels of qualifications, experience and successful performance in the role.

To provide on-hand support to the finance team with the day-to-day operational functions by delivering accurate and timely processing of financial information. This includes liaising with wider VTS, VTE members, suppliers and the shared service team on all financial matters.

Main Duties and Responsibilities:

- To assist with the accurate processing of finance data in the finance system, ensuring all requirements are met to a high standard, focusing on 'getting it right first time' and removing the requirement for subsequent adjustments. Processing of finance data include but are not limited to: purchase orders, goods receipts, invoicing processing, Member claims and staff T&S, journal processing, vendor maintenance and any other transactional processing as may be allocated.
- To be responsible for the processing of all financial transactions for the VTS in order to identify expenditure whilst ensuring strict adherence to the finance manual and relevant Accounting Standards.
- To manage own workload to ensure that all transactions are posted within agreed timeframes liaising with and resolving questions with the wider VTS, VTE Members, suppliers and the shared service team as required.
- To act as the first line support for all finance queries on payments, staff expense claims and VTE members claims.

- To assist the Finance Officers in a range of balance sheet reconciliations in line with month end timetable. Preparation and posting of related General Ledger journals.
- Assist the Finance Officers ensuring all transactional processing requirements are met to a high standard.
- To ensure compliance with VTS's policies and procedures.
- To support production of financial management information including month end processes prepayments & accruals; and post associated journals.
- To assist the Finance Officers in the management and provision of financial information including the preparation of accurate and timely budgets, forecasts and monthly management accounts. To assist the finance team to identify process improvements, agree and implement changes in order to continuously develop processes, and contribute to - and test - detailed instructions covering all finance processes.
- To support project audits and work closely with colleagues in the finance team to gather evidence from across the VTS to provide appropriate responses to National Audit Office's audit requests including the provision of audit samples. Actively engage and build strong working relationships with team members in order to assist with their financial requirements and procedures.
- To provide support and work collaboratively with finance colleagues in the delivery of finance functions. In addition, engage with and respond to questions by budget holders and the wider VTS in order to provide a quality service to all and ensure that any queries are dealt with and responded to promptly.
- To work with Finance Officers in providing the analysis of monthly variances to provide insightful commentary as part of the monthly management reporting pack.
- To undertake ad hoc projects, reporting and analysis.
- To participate in the business partnering approach in support of the wider VTS, supporting the resolution of issues, responding to queries and enhancing financial awareness.
- The main duties and responsibilities may be subject to change at any time due to the implementation of Check, Challenge and Appeal (CCA) and expected efficiency improvements in support of the continuous improvement of services.
- Any other duties commensurate with the grade of the post as required from time to time.

Person Specification

All criteria are Essential (E) and minimum – unless otherwise stated as Desirable (D)

Experience	<ul style="list-style-type: none"> • Experience of working in a demanding office environment. (E) • Excel: confident in the use of excel, with the ability to manipulate source data in a simple but effective manner providing accurate analysis in an appropriate timeframe. (E) • Strong skills and competency in the use of Microsoft Office packages, including Word. (E) • Experience of using accounting systems. (D) • Experience in financial transaction processing: e.g. journals, purchase orders, invoices, expense claim forms etc. (D)
Education, Training and Qualifications	<ul style="list-style-type: none"> • Good general standard of education, including use of English and Maths. (E) • Study for the AAT/ACCA/CIPFA/CIMA qualification. (E)
Skills	<ul style="list-style-type: none"> • Demonstrate attention to detail and high level of accuracy. (E) • Well-organised with a flexible approach to work situations. (E) • Demonstrates tact and discretion. (E) • Demonstrates ability to use own initiative. (E) • Ability to work quickly, effectively and flexibly to deadlines, responding quickly to questions raised and producing accurate and supportable data. (E) • Team player with a positive attitude. (E) • Good inter-personal, oral and written communication skills. (E)
Equalities and Diversity	<ul style="list-style-type: none"> • Demonstrates commitment to valuing diversity and equality of opportunity. (E)