



## OXFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP

### Part Time Finance Officer Job description

**Introduction:** Oxfordshire Local Enterprise Partnership (OxLEP) is one of 38 LEPs operating across England. We are responsible for championing and developing the Oxfordshire economy. Now in our sixth year of operation, OxLEP has made considerable progress in strengthening Oxfordshire's economy by establishing robust and effective relationships between businesses, academia and the public sector. This is an exciting opportunity to join a dynamic organisation as we embark on the next stage of growth.

**Our Vision:** *Our vision is Oxfordshire as a vibrant, sustainable, inclusive, world leading economy, driven by innovation, enterprise and research excellence*

**Job title:** Finance Officer

**Reporting to:** Head of Corporate Services

**Hours:** 30 Hours per week

**Job purpose:** Primarily working within the Corporate Services Team, the post holder will also be responsible for providing financial support across all teams.

#### Scope of role

You will work as a Finance Officer where you will support the teams through efficiently and effectively managing the day to day finance operations of the organisation.

**Principle responsibilities:**

- Process all financial transactions, from raising of purchase orders to payment of invoices on both the in house Sage and Oxfordshire County Council IBC/SAP ledger systems.
- Raise invoices to customers and reconcile income to ledger and bank account, including management of outstanding debts.
- Reconcile bank account on periodic basis, investigating and resolving any issues arising.
- Prepare quarterly drawdowns of funds based on cash flow forecasting to ensure ongoing operations.
- Maintain accounting packages ensuring control and suspense accounts are reviewed on a regular basis.
- Support the Head of Corporate Services in providing financial monitoring support to budget holders and reports to Corporate Management Team and the Board.
- To assist with the close down of year end accounts, including journal preparation
- Maintain effective accounting records to ensure compliance with internal and external audit expectations and standards.
- Provide administrative support to colleagues during periods of operational need.

**Person Specification:**

	<b>Essential</b>
<b>Qualifications</b>	Five GCSE's to include English Language and Mathematics GCSE Grade C or above, or equivalent.
<b>Work Related Experience</b>	At least one year's experience working in a finance position.  Experience of common accounting process such as bank and control account reconciliation, raising of purchase orders and invoices, payment of invoices and preparation of finance and budget monitoring reports  Experience of handling a range of data.
<b>Specialist Knowledge/Skills</b>	Experience of a range of Microsoft Office products including Email, Word, Excel.  Experience of common, off the shelf accounting packages.
<b>Job Related Skills</b>	Ability to communicate effectively by telephone, in writing, by e-mail and in person.  Ability to analyse and process financial data.
<b>Personal Skills</b>	Positive attitude.  Able to work independently and as part of a team.  Good problem solving skills and ability to use initiative.  Proven ability to work effectively to deadlines.  Methodical and organised approach to tasks, with an eye for detail.  Ability to work calmly under pressure prioritising competing demands effectively.
<b>Other requirements</b>	Work outside of standard hours may be required to meet specific deadlines.

**Employment package**

Salary £25,000 per year, pro-rated to match hours worked.

28 days annual leave per annum plus flexi time policy pro-rated to match hours worked.

Generous contributory pension scheme

The position is offered on a fixed term contract to 31<sup>st</sup> March 2020

Closing date for applications is 18<sup>th</sup> July 2017

Interviews will be held in Oxford on 27<sup>th</sup> July 2017

If you want to have an informal discussion about this role please contact Rob Granger, on 0345 241 1196