

## Finance Officer

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Company: Baltic Recruitment

Location: United Kingdom

Category: business-and-financial-operations

### Description

Are you an experienced Finance Officer, looking for a new and exciting challenge?Baltic Recruitment are currently recruiting for a Permanent Finance Officer, working for a highly reputable client based in Washington. Reporting to the Finance Manager, responsible for ensuring all sales and purchase ledger deadlines are met and the work completed is checked and accurate. The successful candidate will ensure good communication with staff and customers/suppliers to provide a high level of customer service, resolving financial queries efficiently and effectively.The Finance officer is required to complete duties, self- training, and development. To ensure all company policies and procedures, specifically those relating to finance, are adhered to. Supporting the team by being flexible and able to work overtime as and when required to fulfil financial demand.The finance officer will be dependent on the needs of the business, hence will be required to carry out any further tasks as deemed necessary, there is a requirement to be flexible with regards to the role activities. Finance Officer Main Duties & Responsibilities: Oversee and assist with the input of purchase ledger invoices.Check and input staff expenses claims, credit card expenses and travel advances in line with company policies.Oversee and check supplier statement reconciliations monthly.Prepare & check bi-monthly payment runs.Prepare ad hoc payments as and when required.Prepare daily bank reconciliations.Assist in the preparation of monthly accruals & prepayments.Provide support with the input of sales invoices as and when required.Update sales analysis report spreadsheet at each month endMaintain Fixed Asset register and carry out Fixed Asset audits in line with the company audit schedule.Ensure that all finance

policies and SOPs are kept up to date. Effectively resolve customer and internal or external financial queries, always ensuring a professional manner. Create and input journals. Check red diesel fuel stock balance and reconcile with sales, revalue, and balance at month end. Be aware of tolerance in policy. Collate customer credit application data and credit reports, prepare credit application, and pass to manager for approval. Once approved complete letters and send to customers. Inform sales/operations of any changes to customer credit terms/limits. Organise and attend monthly credit control meetings, prepare update debt reports for use in the meeting. Prepare minutes and actions in the meeting and ensure tasks are followed up and completed before the next meeting. Assist with internal and external audit preparation. Follow the credit control process and ensure payments are paid within agreed terms, chase up late payments and assist resolving queries with customers to avoid delays in payment. Complete monthly AR report. Assist with internal and external audit preparation. Any other duties as covered by your contract of employment and to support team. Provide holiday & sickness cover to all areas for the finance team. Finance Officer

Applicants: Be knowledgeable in the use of Microsoft Word, Excel, PowerPoint Knowledge of SAP, Microsoft Dynamics desirable Candidates may also be interested in Finance, Accounts, Accountancy, Finance Officer, Finance Assistant, Accounts Assistant, Purchase Ledger, Bank Reconciliations, Monthly Accruals, Accounts Officer. Job Reference: SM/FINANCEOFFICER\_Salary: £ - £ per annum Salary per: Annum Job Duration: Baltic Recruitment Sector: Commercial\_operations Job Type: Permanent Job Location: Tyne and Wear, Washington Job Industry: Accountancy Job Skill: Accountancy, Accounts, accounts assistant, Accounts Officer, bank reconciliations, finance, Finance Assistant, Finance Officer, Monthly Accruals, purchase ledger

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