



## ITI Services Role Profile - **Finance Co-ordinator**

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1. **Job Title:** Finance Co-ordinator
2. **Reports to:** Group Finance Manager
3. **Job Reference:** CPO0 ITI – RP.FC

**Job Purpose:** The primary responsibility of the Finance Co-Ordinator is to provide administrative & finance support to the Finance Manager, undertaking tasks including Sage bookkeeping, reconciliations, completion of finance calendar tasks to deadlines and general office admin to assist towards each financial month end including helping with the administration of finance forms.

4. **Dimensions:** The Finance Co-Ordinator has responsibility to provide assistance to the Finance Manager in delivery of month end Management Accounts across Group Companies. On occasions they may have a need to act as one of the points of contact for finance support.

5. **Duties/Accountabilities – including, within all Group Companies, but not limited to:**

1. Process all aspects of Supplier sub-contractor transactions.
2. Process relevant transactions through CRM database
3. Completing Key reconciliations including;
  - ~ Monitoring Company fuel card
  - ~ Reconciling Company mobile phone account (usage / check kit in-out / dealing with issues etc)
4. Keeping hardware asset register up to date (tracking mobile / laptop / ipad etc to owner)
5. Support on Company stock takes
6. Providing support as required for administration of the NatWest current account including full confidential view of the Company bank accounts and cashflow
7. Inputting Customer invoice batches onto RBS Facflow
8. Ensuring all transactions are within the guidelines of VAT
9. Assisting in reconciling company bank and credit card accounts.
10. Assisting in performing month end Management Accounts information across group companies
11. Perform routine calculations to produce analysis and reports as requested by the Finance Manager

**Adopting:**

- ~ Assist with holiday cover as required throughout the co-ordinator team.
- ~ Provide support across other teams and throughout the Group as required.

6. **Special Features:**

- Office based (hours to be confirmed / 5 days per week).
- Able to cross transfer knowledge with other coordinators to ensure adequate cover is always in place during holiday and busy periods.
- Given the broad nature of the role you should be flexible and have the ability to move between different tasks. You must also be confident with dealing with people at all levels and have excellent communication skills.



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### 7. Authority:

Responsible for ensuring costs are controlled for any purchase, ability to work unsupervised and prioritise your workload.

### 8. Requirements/Competencies:

#### Knowledge:

- Excellent proven competency of Sage accountancy software, further experience of Xero an advantage
- Excellent competency of MO; PowerPoint, Visio, Outlook, Excel (intermediate +).
- Knowledge of Industry Accreditations i.e. ISO 9001-2015
- Finance qualification through AAT Advanced Accounting or similar
- QBE – 3+ years in a finance office

#### Problem solving capability:

- Approaches problems with an open mind and ensures any issues are addressed in a speedy and cost effective manner.
- Seeks solutions for problems directly, Proactive thinker, always looking for the best outcome and how it can be achieved.
- Actively seeks to improve existing process and procedures. Ability to understand customer requirements effectively.

#### Personal Attributes:

- Liaise and communicate with all levels of personnel
- Methodical and logical approach with a can do attitude.
- Disciplined and well organised

Issued By -

Name - ..... Signature - ..... Date - .....

Received by (Role Holder) -

Name - ..... Signature - ..... Date - .....