**Contract:** Permanent full-time (35 hours per week)  
**Based at:** Chesterfield with agile working. Additional travel may be required between offices  
**Salary:** £35,000 to £40,000 per annum (dependant on experience)

**1.**  **MAIN PURPOSE OF THE ROLE**

In this role, you support the Head of Finance by providing high-quality financial assistance across the organisation. You are responsible for managing the recording, analysis, and review of financial data to ensure accurate and timely management accounts for budget holders. Your role also involves supporting the preparation of monthly, quarterly, and annual financial reports – including statutory accounts and ensuring compliance with regulatory standards – as well as supporting monthly payroll processing.

Collaborating closely with colleagues, you provide insightful financial information, advice, and excellent customer service to stakeholders throughout the business. Your proactive approach helps drive financial efficiency, assist in the decision-making process, and contribute to the overall financial health of the organisation.

**2.**  **POSITION IN ORGANISATION**

* Reports to the Head of Finance.
* Day-to-day liaison with the other departments.
* Day-to-day liaison with the finance team.

**3.**  **DUTIES AND KEY RESPONSIBILITIES**

Financial reporting and compliance:

* Assist in the preparation of monthly, quarterly, and annual financial reports, ensuring accuracy and compliance with relevant accounting standards
* Prepare and analyse monthly management accounts up to the trial balance
* Support the year-end external audit process, including liaising with auditors and preparing necessary documentation
* Ensure adherence to financial regulations and internal policies.

Budgeting and forecasting:

* Participate in the budgeting and quarterly financial forecasting processes, collaborating with various departments to gather relevant data
* Conduct variance analysis, providing insightful commentary on deviations between actuals and budgets/forecasts
* Assist in developing financial models to support strategic planning and decision-making.

Financial processes and controls:

* Perform regular balance sheet reconciliations to ensure the integrity of financial data
* Handle accruals and prepayments, ensuring accurate period-end reporting
* Process journal entries, maintaining proper documentation and approvals
* Review and improve financial processes to enhance efficiency and control.

Systems and technology:

* Act as a superuser for the Microsoft Business Central (BC) system, providing training and support to other users
* Collaborate with stakeholders to implement BC system enhancements and resolve issues
* Ensure data integrity within financial systems through regular audits and checks.

Team collaboration and support:

* Work closely with other members of the finance team, providing support and sharing knowledge
* Assist in the training and development of less experienced finance team members
* Foster a collaborative environment, promoting continuous improvement and best practices
* Any other reasonable duties as required of the role.

Transactional finance:

* Oversee invoice processing, ensuring timely and accurate recording of transactions
* Process expense claims, verifying compliance with company policies
* Support payroll processing, coordinating with HR and external providers as necessary.

**4.**  **PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Knowledge**   * Knowledge of Chambers of Commerce * Excellent technical accounting knowledge * Familiarity with the use of computerised spreadsheets * Good understanding of computerised accounts systems * High level Microsoft excel skills | essential  essential  essential  essential | desirable |
| **Experience**   * Experience of using computerised accounting systems * Experience of using Microsoft Dynamics 365 Business Central * Experience in completing month end tasks and producing management accounts * Experience in payroll processing | essential  essential    essential  essential |  |
| **Qualifications**   * Part qualified studying towards CIMA or ACCA qualification * Educated to a good standard of literacy and written communication | essential  essential |  |
| **Skills and abilities**   * Ability to work under pressure and meet tight deadlines * Methodical and systematic approach to work * Strong communication (written & oral skills) * Good attention to detail * Able to appreciate the need for confidentiality and discretion * Highly motivated - can work as part of a team and independently * High level of skill in Microsoft Excel, Office and cloud-based applications | essential  essential  essential  essential  essential  essential    essential |  |
| **Personal attributes**   * Takes responsibility * Supports others and works well with a team * Must be dependable and reliable * Must be able to exercise tact and diplomacy at all levels * Must be able to work under own initiative * Must be prepared to work flexibly in terms of working hours * Commitment to the East Midlands Chamber core values and vision | essential  essential  essential  essential  essential  essential  essential |  |

**5.        OTHER INFORMATION**

This role is eligible to participate in the Chamber’s agile working policy.

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_