



JOB DESCRIPTION	
Job Title:	Finance Officer
Primary Location:	Emirates Arena, 1000 London Road, Glasgow G40 3HY
Work Area:	Finance and Operations
Reports to:	Head of Operations
Employment Status:	Full time
Salary:	Up to £25K dependant on experience
PURPOSE/RESPONSIBILITIES OF POST	
<p>Overall Purpose: The newly created role of Finance Officer is a critical role within the business. Managing the increasing demands of a rapidly growing sport and membership brings with it significant challenges, and in order for the NGB to appropriately support the needs and aspirations of all of our people and partners we must focus on strengthening our infrastructure to ensure that we are fit for the future that we want to see.</p> <p>The next phase in the plan “Realising Netball’s Protentional: a long-term vision of success 2019-23” will focus in part on strengthening the organisation.</p> <p>With a Finance Officer on board, the organisation is looking to strengthen the current finance resources, whilst ensuring that compliance and audit requirements are met at all times, and that a continuous improvement culture is embedded.</p> <p>This is a key role as the business is looking to enhance cost control, internal financial reporting and insight to better support commercial decisions.</p> <p>The Finance Officer will work closely with the Head of Operations and the Sirens Operations Manager to provide value-added input on finance and budget management by supporting directly; cost management, budgeting, analysis and operational excellence objectives.</p> <p>Responsibilities: The Finance Officer is responsible for the execution and delivery of all financial operational activities and reporting as per the standards and targets set by the company, as well as being responsible for ensuring financial policies and procedures are followed at all times, acting as gatekeeper for transactional management. Another key responsibility of the Finance Officer is to promote operational excellence by identifying and delivering on process improvements.</p> <p>This role covers all financial operations and governance activities for Netball Scotland Ltd and Scottish Sirens Ltd.</p>	



Bookkeeping

Record all company financial activity on SAGE to provide accurate information for the purposes of filing accounts:

- Manage and process purchase ledger, sales ledger
- Maintain accurate record of supplier data in the financial system
- Act as the main point of contact for addressing any inquiries and questions related to financial operations: Liaise with customers, suppliers and banking contacts
- Perform bank and petty cash reconciliations including credit card and cheque control accounts.
- Process monthly accrual/prepayment and salary journals
- Perform all month-end close activities
- Perform tax input and output management and quarterly VAT returns

Collections/credit control

- Pro-actively perform cash collection by ensuring payments are received on-time
- Responsible for the collection of aged debt, and aged debt reduction as per the company's targets
- Responsible for sending statement of accounts, payment dues reminders and working with customers on payment plans
- Maintain accurate customer data in the financial system
- Maintain and update accurate records of customer disputes, and liaise with departments to drive timely dispute resolution
- Enforce the escalation procedure
- Accurately forecast and publish report and commentary to Head of Operations on collections efficiency and aged debt tracking on a monthly basis

Management accounts & reporting

- Produce month-end reports for all departments
- Perform monthly departmental budget reconciliations with budget holders
- Perform financial analysis and provide intelligence and commentary to Senior Management
- Assist Senior Management in financial management and Board reporting activities

Finance governance

- Responsible for the integrity of the financials system
- Gatekeeper for the application of financial process and procedures, ensuring that all financial transactions and expenses are approved at the appropriate levels as per delegation of authority
- Ensure financial process documents and procedures are maintained up to date at all times, and any changes tracked, documented and approved
- Ensure delegation of authorities are maintained and updated in a timely manner
- Enforce financial policy

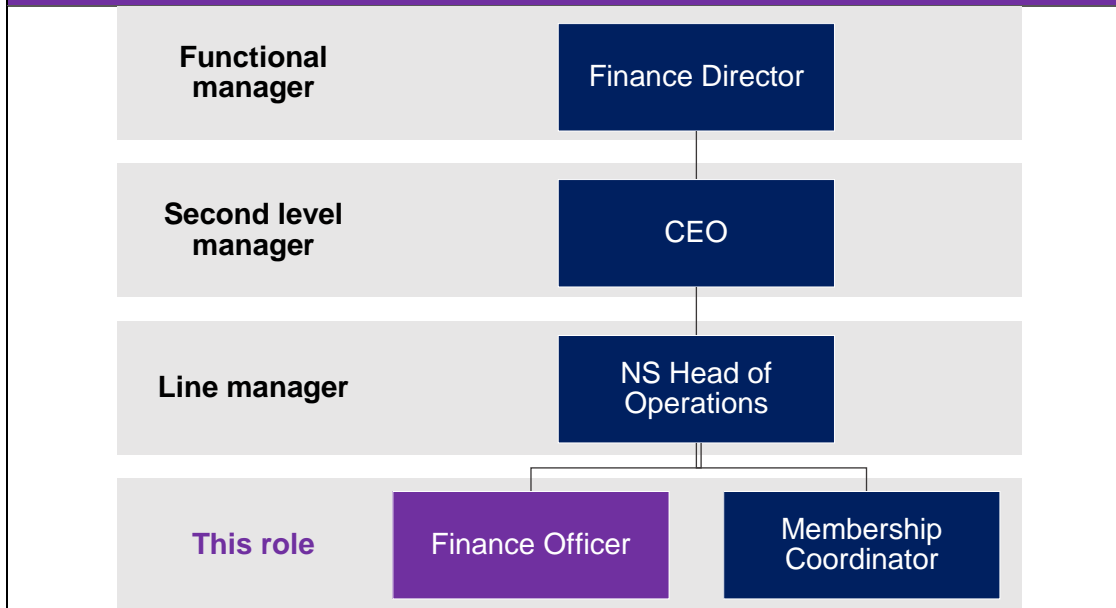
Operational Excellence

- Identify and implement process improvement within the finance function, as per the company set target of productivity and financial governance
- Support or lead the implementation of technical enhancements within the financial system
- Coach and support departments on developing stronger financial and cost control acumen and understanding, to strengthen the organisation
- Promote a culture of continuous improvement

In addition: Other duties as may reasonably be required by the Head of Operations



REPORTING LINES



KEY INTERFACE/RELATIONSHIPS

Internal:

- CEO
- Head of Operations
- Sirens Operations Manager
- All Netball Scotland & Sirens members of staff
- Senior Management Team

External:

- Suppliers
- Customers/Members
- Banks
- **sportscotland**
- Partners

QUALIFICATIONS AND EXPERIENCE

Essential

- Minimum 3 years' experience in a related field of employment
- Demonstrate superior mathematical and data analytical skills
- Demonstrate excellent interpersonal and communication skills
- Demonstrate problem solving and multi-tasking skills
- Demonstrate understanding of business principles and practices
- Demonstrate the ability to grasp new concepts quickly and efficiently
- Competence with SAGE and Microsoft Office suite of products
- Experience of in-house systems

Desirable

- Hold Bookkeeper qualifications or hold a degree in a related discipline