



Job Title: Finance Officer

Department: Finance

Location: BCM Headquarters, Grosvenor House,
5 Glengall Street, Belfast, BT12 5AD

Main Purpose of Job: To perform as a team member within the Finance Department under the direction of the Management Accountant ensuring that all sales ledger and bank accounts are accurately maintained on a timely basis along with a wide range of other financial duties.

Reports to: Management Accountant

Main Tasks of Job:

- Responsible for sales ledger and invoicing system
- Generation and processing of invoices and credit notes
- Processing of receipts including allocating payments to customer accounts
- Credit control duties including updating, reconciling and following up individual debtor accounts and resolving customer queries effectively
- Daily update of summary aged debtor report, for discussion at monthly finance meeting
- Reconciliation of accounts accurately and consistently
- Regular bank reconciliations
- Maintenance of other prime records (in conjunction with other team members) eg cheque journal, cash received, petty cash, both manually and on computer as appropriate
- Filing of invoices and associated paperwork
- Ensure all deadlines are met both internally and externally

- Ensure data integrity and accuracy in all financial reporting
- Ad hoc reports and duties as and when required.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

GENERAL TERMS & CONDITIONS

Duration: Permanent

Hours: 35 hours per week.

Salary: BCM Scale Point 20-24 (£17,716 - £21,002 per annum).

Holidays: 20 days per annum plus 12 Public Holidays pro rata.

Probation Period: Six months.

Pension: In line with current legislation, you will be automatically enrolled into the company pension scheme, providing you meet the relevant criteria.

Mileage: 40 pence per mile if required to use own vehicle.

Benefits: Childcare Vouchers
Cycle scheme

Period of Notice: Less than six months service = 1 week
Six months service or more = 1 month

Sick Scheme: BCM Sick Scheme 2

Length of Service	Payment
Up to 12 months	SSP only
12 months plus	4 weeks full pay 4 weeks half pay SSP only

No sick pay will be paid in respect of the first 3 days of any period of sickness absence.

If you require more details regarding the conditions of employment you will be given the opportunity at interview to discuss these and other matters.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	Minimum of 5 GCSE's or equivalent Grade A-D (including at least a Grade B in English and Maths) and A minimum of 2 years' previous experience within a sales ledger environment.	
Personal Attributes	Previous experience of working with accounting software.	Experience of using Navision system.
Skills	Computer literate with experience in Microsoft Office, including Excel, Word and Outlook	
General	Great attention to detail with a proven ability to use own initiative. Well organised and have the ability to multitask. Ability to work to deadlines individually and as part of a team demonstrating commitment, hard work, enthusiasm, flexibility and a positive attitude. Ability to work in a fast paced environment	