

<b>Job title</b>
<b>Finance Coordinator</b>
<b>Site Name and Location</b>
<b>Savills Place, Ipswich</b>
<b>Working Hours</b>
<b>9am-5:30pm Monday- Friday</b>
<b>Salary</b>
£24,000 to £26,000 DOE
<b>Purpose of the Role</b>
<p>This role is based in Ipswich on a full-time basis, receiving daily supervision from the on-site Finance Accountant. Savills Place provides management services to BIDs (Business Improvement Districts) across the UK and the Finance department runs the cashbook for a large number of these clients.</p> <p>The purpose of this role is to provide the cashbook service to these clients covering a varied number of monthly tasks. Very occasional UK travel may be required for training and operational purposes and the cost of this would be met by the Company.</p> <p>Benefits include: 25 days holiday plus bank holidays, life assurance, private medical insurance after 12 months, enhanced pension after 12 months, discretionary bonus.</p> <p>Applications should be sent to <a href="mailto:place.recruitment@savillspm.co.uk">place.recruitment@savillspm.co.uk</a>. Closing date for applications is 19<sup>th</sup> January 2025.</p>
<b>Key Responsibilities</b>
<p><u>Sales ledger</u></p> <ol style="list-style-type: none"> <li>1. Issuing sales invoices and credit notes to customers</li> <li>2. Posting sales ledger receipts to sage</li> <li>3. Sending statements, chaser letters and emails to debtors</li> <li>4. Chasing debtors by telephone</li> <li>5. Using own initiative to find contact details for debtors where these are missing.</li> </ol> <p><u>Purchase ledger</u></p> <ol style="list-style-type: none"> <li>6. Entering purchase ledger invoices into sage.</li> <li>7. Ensuring invoices are approved by the relevant person before payment.</li> <li>8. Reconciling supplier statements against sage records, investigating differences where appropriate.</li> <li>9. Carry out payment runs twice a month.</li> <li>10. Sending out charge card statements to charge card holders.</li> <li>11. Checking expense claims comply with policy and have been signed off by the relevant person before making payment.</li> </ol> <p><u>Bank reconciliation</u></p> <ol style="list-style-type: none"> <li>12. Review bank accounts for payments and receipts not entered on sage and post as necessary.</li> <li>13. Collate paperwork for Direct Debit and Standing order payments.</li> <li>14. Liaison with external accountants to ensure that financials are reconciled against bank accounts on a monthly basis.</li> </ol> <p><u>Pleo &amp; Charge cards</u></p> <ol style="list-style-type: none"> <li>15. Reviewing expenditure to ensure each transaction is coded, descriptions and receipts provided</li> <li>16. Ensuring all costs are authorised</li> <li>17. Reconciliation of account at month end</li> </ol>

### VAT

15. Preparing and submitting quarterly VAT returns for clients.
16. Adhering to Making Tax Digital process

### Month end

22. Checking month end reports thoroughly and reporting to management on variances to budget on income and expenditure.
23. Finding and correcting errors on nominal reports, escalating where necessary.
24. Updating reporting packs with final figures and circulating to BID

### Year end

24. Liaising with external accountant to answer their queries when producing statutory year end accounts.
25. Ensure accurate recording of accruals and prepayments at year end.
26. Ensuring all paperwork is received and processed in a timely manner for year end.

### Client liaison

27. Develop and maintain good relationships with own portfolio of clients, with contact on a daily basis
28. Take ownership of workload for own clients.
29. Attendance at internal meetings to communicate financial matters and occasional meetings via video call with clients.

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.

## **Skills, Knowledge and Experience**

### **Essential Skills:**

1. Proficient in the use of Sage 50 Accounting system.
2. Excellent Excel skills.
3. Good Office skills including email and Word.
4. Outstanding attention to detail and organizational skills.
5. Strong ability to multitask and prioritise own workload.
6. Good communications skills at all levels (confident on phone and by email)
7. Experience of running monthly payroll
8. AAT certificate or be qualified by experience (or working towards AAT Cert).
9. Due to access of client bank accounts, an appropriate screening process will be followed.

### **Desirable Skills:**

1. Education to A level (or equivalent) standard, particularly in Math's and English.