



**Marketing Nottingham
Job Vacancy
Finance Officer
Circa £25,000 per annum
Full time, permanent
Location: Nottingham city, flexible working office space and remote working
Accepting hybrid working applications**

We are looking for an efficient Finance Officer with excellent accountancy skills and experience to deal with the day to day processing and basic management of financial information for the company. In return we offer work/life balance operating flexi-time, a competitive salary, workplace pension and a modern city centre flexible working office space.

Marketing Nottingham is the official Place Marketing Organisation for Nottingham and Nottinghamshire responsible for delivering a unified brand and narrative for the area. We are the agency charged with growing the local economy through encouraging inward investment, attracting business and leisure visitors whilst aligning with the local business community. We are a not for profit organisation funded by a combination of private membership and grants, and by local authorities including Nottingham City Council.

Job Purpose:

The Finance Officer will deal with the day to day processing and basic management of financial information for the company. There are systems, processes and controls in place which will need to be followed for all aspects of the finance process (i.e. income, costs and Balance Sheet items). The company has varying income streams requiring the Finance Officer to communicate and work with the managers of each area to provide departmental information as required. Liaison will also be necessary with External Accountants to assist in the production of management accounts for the Board, budgets and cashflows as well as information for Grant applications to varying external bodies. The role also involves administrative/HR tasks in conjunction with other staff members.

Duties:

1. Sales Ledger Processing and management including debt control
2. Purchase Ledger Processing and management from purchase order to supplier reconciliation
3. Banking Processing, reconciliations and management, including simple cash monitoring
4. Payroll Processing and related activities
5. VAT Return checking, reconciliations and submissions
6. Grant application support claim administration and monitoring
7. Procurement of Office Equipment, Contracts e.g. Mobiles, Electric (TIC), Insurance
8. Procurement of Office Supplies e.g. Stationery, Consumables
9. Booking staff trains, travel and hotels
10. Additional administration and HR duties where necessary in conjunction with Executive Assistant and Line Managers



Person Specification

	<i>Essential</i>	<i>Desirable</i>
<i>Knowledge</i>	<ul style="list-style-type: none"> Accountancy qualification or equivalent gained by experience Bank reconciliations using software 	<ul style="list-style-type: none"> AAT qualified Xero certification Accruals, prepayments and deferred income HR and Employment Law Compliance Health & Safety GDPR
<i>Experience</i>	<ul style="list-style-type: none"> Experience of all Sales Ledger, Purchase Ledger and banking procedures Payroll experience Control account reconciliations 	<ul style="list-style-type: none"> VAT return experience Budgeting Cashflow forecasting Experience of working in a not-for Profit organisation Experience of working with varied income streams and grant applications e.g. government grants, European Funding (ERDF, VisitBritain/England)
<i>Skills</i>	<ul style="list-style-type: none"> Good Microsoft 365 skills including Excel (formulas, pivot tables, v-look up), Word, Outlook Good communication skills Good telephone manner Ability to work independently Ability to work to deadlines Ability to work with discretion and complete confidentiality Attention to detail Excellent time management skills 	Knowledge of the following systems: <ul style="list-style-type: none"> Adobe Acrobat Xero – GoCardless / Paymentsense Breathe HR Epos Now Microsoft Teams Zoom

If you feel that you have got the necessary skills and knowledge to succeed in our fast paced marketing organisation please e-mail your **CV and covering letter** to recruitment@marketingnottingham.uk. For any further information and/or an informal discussion please contact vanessa.corns@marketingnottingham.uk Tel: 0115 962 8300. Closing date is 5.00pm on the 14th October 2021. Successful shortlisted candidates will be contacted on the 15th October 2021. Interviews will take place on the 20th October 2021 Please note that due to the high level of enquiries only successful shortlisted candidates will be contacted