

## JOB DESCRIPTION: FINANCE OFFICER

**Reporting to:** Finance Manager

**Liaise with:** Play & Leisure Team, Administration Staff, Parents and external Business and Support Partners.

**Main Purpose:** You will be responsible for the Sales Ledger and Credit Control functions of the department. You will have regular contact, mainly by telephone and email with our families to ensure that invoices are paid and aged debt is kept to a minimum. You will need to be able to understand a family's payment concerns and wider issues that could impact on their ability to make payment and work with individual families to set up affordable payment plans and signpost for additional support. You will need to report on potential bad debts and produce monthly reports

**Part time:** 20 Hours per week over 3 days

### DUTIES, RESPONSIBILITIES AND FUNCTIONS

---

#### *What the job involves*

- Responsibility for the Sales Ledger and Credit Control functions of the department
- Ensuring prompt payment of all sales ledger debt to keep aged debt to a minimum
- Posting payments to the sales ledger
- Processing card payments
- Ensure up-to-date and accurate information is kept on sales ledger accounts
- Sales order processing
- Administering the concession scheme, explaining the scheme to families, process applications and ensure a regular review of eligibility is carried out.
- Work with and identify families who may benefit from the Challengers Bursary scheme, support families with their applications
- Support the regular invoicing of local authority funded children and young adults
- Monitoring accounts that are placed 'on hold' due to non-payment
- Working towards achieving monthly income targets
- Producing monthly reports relating to the sales ledger
- Answering telephone calls and emails, logging post and managing enquiries that come in to the finance team
- Liaising with colleagues in other departments
- To perform any other duties as they become necessary at the discretion of the Head of Finance and the CEO.

### PERSONAL SPECIFICATION

---

#### *Qualities, character, attitude and experience required*

To conduct yourself and represent the Charity in a manner which reflects all the values of *The Challengers Approach* at all times.

1. Commitment to Equal Opportunities and Inclusion. And commitment to developing an understanding and appreciation of the experience of disabled, young people and their families – a practical appreciation of the barriers to inclusion that disabled children and their families experience.
  2. The successful candidate will be a keen to learn self-starter.
  3. Confidence and experience of being able to communicate with families who owe money to ensure that outstanding payments are made
  4. Empathy for the situations of families that are unable to make payments on time
  5. The ability to explain financial issues to others in a simple yet clear manner
  6. Problem solving skills
  7. Good written and verbal communication skills.
-

8. Good organisational skills combined with an ability to prioritise and manage own workload.
9. Good attention to detail
10. Have an interest in IT and be willing to learn new systems.
11. Have knowledge of Microsoft Office systems including Excel, Word and Outlook.
12. Have a flexible approach to their work with a willingness to embrace change which will be essential in the development of this role.
13. Ability to work on his or her own projects as well as being a supportive team member.
14. Have a fun and enthusiastic outlook on life.
15. Prepared to attend training and to learn new skills which will include Child Protection and Disability Equality.