



Gangmasters & Labour Abuse Authority

Finance Officer

Summary of the role

To contribute to the effective and efficient running of the GLAA finance department. Reporting to the Finance Manager the role will provide support with administration functions and assist with the setting up of processes and policies.

Responsibilities

- To assist in the monitoring and development of effective systems of financial accountability and control in the with the Organisation's Finance Manual
- To assist with maintaining effective financial administration systems in order to provide an efficient finance function for internal and external customers
- To assist with matters relating to accounts production and audits
- Preparation of spreadsheets, reports and correspondence as required
- Processing payroll and pension data
- Bank Reconciliations and spreadsheet analysis
- Assist Finance Manager with month end and year end procedures
- Undertaking any other duties as considered reasonable which could include
 - Dealing with requests from sponsor body
 - Payroll function
 - Pension data
 - Audits

Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Familiar with accounting processes and procedures • Excellent analytical and problem solving ability • Excellent IT and keyboard skills especially spreadsheets • Excellent organisational skills with ability to plan and prioritise work • Works well under pressure and to tight deadlines • Excellent attention to detail • Excellent communication and influencing skills, verbally and in writing and to fulfil all aspects of the role with confidence through the medium of English. • Strong ethics, with an ability to manage confidential data • Able to respond effectively to changing priorities • Some experience of a customer service environment 	<ul style="list-style-type: none"> • Experience of Sage200 preferred but not essential • Educated to 'A' Level standard or equivalent qualifications/experience • Experience of working in finance team