

# PHES Finance Officer

## Job Description

0.6 FTE

### We are...

Professional HE Services (PHES) is an umbrella company for membership organisations in the UK Higher Education sector. PHES is the corporate “parent” to seven Special Interest Organisations (SIOs), and between them, these organisations support UK university staff who work in the areas of estates, facilities management, legal, internal audit, commercial and campus services, finance, procurement, strategic planning, and HR.

### We are looking for...

A **Finance Officer** to join our team and perform a crucial business support role. We have recently increased the number of associations we work with, the number of staff we employ and the number of events we run, which has seen an increase in the financial support we require. The successful candidate will become an essential part of the team, providing financial support to the Financial Operations Manager and the Managing Director.

This role is for 22.2 hours a week (0.6 FTE), ideally worked at towards the beginning of the week.

The post-holder reports to the PHES Managing Director and has no line management responsibilities. This role will be home-based (with some desk space in our Loughborough office if you prefer) and include some UK travel and occasional overnight stays.

### You need to be...

Someone with proven experience of working in a **busy finance role**.

Because you will need to...

- Be responsible for data input and analysis using accounting software and other commercial systems
- Add purchase orders to the finance system
- Track purchase orders that arrive through our event management system
- Reconcile our annual subscription tracker with the invoices on the finance system, working closely with the Membership Officers
- Raise invoices
- Chase debtors
- Issue credit notes
- Add new suppliers to the finance system
- Complete new supplier request forms
- Pay supplier invoices
- Pay refunds
- Post cash and bank receipts and payments
- Assist with the year-end process
- Ensure credit card logs are completed in a timely manner
- Register and pay expenses claims

Someone who can use their **excellent computer, communication and customer-service skills** to be an integral part of the team, **supporting staff and members**.

Because you will need to...

- Be highly organised and methodical
- Become proficient at using Sage 50
- Use the main Microsoft office packages as well as shared drives and related systems
- Generate reports from the finance system as requested

A great **team player** who is happy working in a **small team** and willing to share ideas.

Because you will need to...

- Be able to work in a busy team environment, with different colleagues on different days
- Have the ability to work effectively as part of a team as well as the ability to work alone
- Sometimes work outside normal office hours when attending team meetings and events
- Undertake any other duties as directed by the Financial Operations Manager and the Managing Director, and support colleagues across the PHES organisations as required
- Commit to always observing the organisation's Equal Opportunities Policy

You might also have...

- An appropriate financial qualification
- Experience of working with Sage 50
- Experience of working in a membership organisation
- Knowledge of the UK higher education sector

We will offer...

- This role is for 22.2 hours a week (0.6 FTE), ideally worked at towards the beginning of the week.
- A competitive annual salary at **Grade 5 £24,715 - £30,619 pro rata** dependent on qualifications/experience
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance
- **30 days' holiday** pro rata, plus bank holidays and discretionary days' office closure
- Support for **CPD** and appropriate training
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed