

FINANCE OFFICER / BOOKKEEPER

We are seeking a highly motivated and enthusiastic finance officer to assist the finance manager in delivering a high quality service that meets the needs of the team as well as complying with relevant financial regulations.

The Jersey Office of the Information Commissioner (JOIC) is an independent statutory authority and our mission is to promote respect for the private lives of individuals through ensuring privacy of their personal information and transparency for public authorities through oversight of the Freedom of Information Law.

Our finance officer needs excellent organisational skills and good interpersonal skills along with previous experience in a similar role.

You will be responsible for the maintenance of the purchase ledger, sales ledger and assisting the finance manager with the monthly, quarterly and annual reporting requirements. You will prepare and submit journals onto the Government of Jersey accounting system and assist the finance manager with monitoring variances in the general ledgers.

The role is varied and covers a wide range of financial tasks from banking of physical cash through to monitoring, tracking and recording financial transactions.

SPECIFIC REQUIREMENTS

- Qualified Bookkeeper, minimum IAB level 3 with at least 2 years post qualification experience.
- Previous experience working in a busy and varied finance environment.
- Good knowledge of Excel, Word, Outlook etc.
- Prior experience of raising purchase orders on Supply Jersey would be an advantage.
- Previous experience maintaining a sales ledger including maintaining robust controls and managing the collection of debts.
- A good understanding of Government of Jersey processes and their accounting systems would also be an advantage.

MAIN RESPONSIBILITIES

- Preparation and banking of physical cash and cheques.
- Maintain an accurate sales ledger including allocation of payments in, invoicing and debt recovery.
- Maintain an accurate purchase ledger including raising purchase orders on Supply Jersey, tracking payments through to completion and supplier statement reconciliations.
- Maintain financial records and assist with reporting.
- Travel bookings
- Preparation of reconciliations
- General ledger coding
- Preparation of purchase card information

INNOVATION



- Help to maintain financial processes and have an input to the new financial software in development.
- Actively seek to identify costs savings.
- Look for efficiencies in current processes.
- Assist with monitoring existing contracts for best value.

ORGANISATIONAL SKILLS



- Timely banking of physical cash and cheques.
- Produce reconciliations within specified timescales.
- Ability to manage own workload to meet deadlines.
- Ensure an efficient and timely accounts payable and accounts receivable process is in operation.

TEAM



- Work with the team to manage their requirements for travel bookings and general ordering.
- Assist with the preparation of monthly, yearly and ad hoc reporting.
- Work collaboratively with other departments, organisations and groups.
- Recognise the value of teamwork and be an effective contributor to the team.
- Cover for the finance manager during periods of absence.

GOVERNANCE



- Compliance with financial regulations.
- Maintain robust controls and accurate financial records.
- A good understanding of GOJ financial processes
- The post holder will be expected to undertake reasonable requests from managers in line with the range and scope of the post.

BASIC INFORMATION

- Reporting to: Finance Manager
- Hours: 37 hours a week
- Salary: £35k- £40k
- Interview date: 15 May 2019