

JOB DESCRIPTION

Support Officer Accounts

Post Ref	5.7.1.2
Reporting To	5.7.1 Senior Manager Strategic Reporting and Engagement
Pay Band	EO
Line Management, Accountable For	N/A
Budget Management	N/A

Job Purpose

To ensure the complete, accurate and timely processing of financial data and assist in delivering an effective and efficient finance function.

Key Accountabilities:

Accounts Payable

- Monitoring and processing invoices and expense claims, ensuring these are accurately entered onto the finance system, POs have been raised and receipting is up to date to ensure payment terms are met.
- Processing regular BACs runs, and other payments to ensure prompt and accurate payment of suppliers and third parties in accordance with relevant terms and conditions. Acting as a point of contact for any banking related queries and updates.
- Reconciling supplier statements, liaising with suppliers, ensuring outstanding invoice queries are resolved and promptly processed.
- Reviewing live POs on the finance system on a monthly basis to ensure these are still valid and liaising with colleagues to ensure these are cleared promptly. Monitoring the system accrual account.
- Assist the Senior Manager - Strategic Reporting and Engagement in production of the monthly finance KPIs.
- Updating and maintaining the finance master data.
- Provide training to non-finance colleagues related to purchase order and expenses processing, and acting as a point of contact for system queries.

Procurement

- Maintain the Contracts Register and procurement reports for the Procurement and Contracts Manager
- Review Purchase order spend, confirming compliance with procurement and other government policies.
- Ad-hoc requests as required by the Procurement and Contracts Manager

General

- Providing support, assistance and cover across the wider Finance team to manage team absences and peak periods.
- Ad-hoc requests as required by the Finance team.

Corporate Accountabilities:

- Acting as a role model for Ofqual's values and professional standards
- Supporting your manager with the delivery of the business and corporate plans for your area.
- Contributing to continuous improvement in your own area of responsibility.
- Supporting your manager with risk management by reporting/escalating any identified risks or issues, as appropriate.
- Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection.
- Performing any other reasonable duties as directed by line management.

This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

PERSON SPECIFICATION

Experience

Criteria	Essential (E) or Desirable (D)
Experience of working in a Finance environment.	E
Experience of contributing to multi-disciplinary work to achieve objectives	D
Experience of delivering work to agreed deadlines	D

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
An analytical approach and sound judgement.	E
A high level of accuracy and attention to detail.	E
Ability to maintain effective financial procedures.	E
Ability to communicate effectively, both verbally and in writing, with individuals and with a wide variety of organisations and audiences.	E
Ability to plan, organise and manage own workload	E
Ability to work on own initiative and as part of an effective team.	E
Ability to identify and resolve errors and discrepancies.	E
Ability to work under pressure.	E
Ability to use appropriate IT applications effectively (including Outlook, SharePoint, Word, PowerPoint and Excel)	E
Ability to work flexibly to respond to changing needs and priorities of the team and the organisation	E
Able to analyse data and information to produce clear reports on trends, patterns and other observations	D
Ability to understand Ofqual's strategic priorities and contribute to achieving those.	D

Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
Understanding of expense and purchase ledger processes and procedures.	E
Having or studying for an accounting qualification.	D
Understanding of the education system and understanding of the role of a regulator	D