

Job description

Job title:	Finance Executive
Reports to:	Finance Manager
Working hours and location:	3 days per week (21 hours) Two days in the Office (currently Monday and Thursday) and one day working from home. Headquarters in Bristol, UK with a second base in Brussels, Belgium.
Overall purpose of the role:	<ul style="list-style-type: none"> To support the day-to-day financial functions of the organisation. To ensure that all activities under this remit are delivered to an excellent standard, and in line with ESE's strategy.
Date:	December 2024

Responsibilities

Key responsibilities	
Strategic:	<ul style="list-style-type: none"> Supporting the Finance Manager on the delivery of ESE's financial targets. Support the Finance Manager to ensure that financial systems are robust, compliant and support current activities and future growth.
Operational:	<ul style="list-style-type: none"> Recording income and expenditure on the financial system (currently Sage50). Maintaining accurate and up to date daybooks for sales and purchase invoices. Raising and sending out sales invoices. Receiving purchase invoices and forwarding to the correct member of the team for coding and approval. Chasing overdue payments and provide monthly reporting on creditors and debtors to appropriate team members. Raising sales invoices. Raising weekly payment batches and obtaining required authorisations. Process authorised payment batches for payment. Provide required information and assist in the audit process and any other compliance requirements. Reconciliations for financial sources, eg, bank, online payments (including event registration batches). Maintenance/filing of financial documentation. Management and administration of the shared Finance email inbox, including responding to emails. Liaison with external suppliers with regards to outsourced activities with an impact on finance.

	<ul style="list-style-type: none"> • Support to the Finance Manager and Head of Governance, Finance and Office, and the Finance Department.
Financial:	<ul style="list-style-type: none"> • Support the Finance Manager in effective budget management of the Finance Department.

Person specification

Skills and experience	
	<ul style="list-style-type: none"> • 2 years experience working within a Finance department • A qualification in accountancy (desirable) • Experience using Sage50 • Ability to multi-task • Great attention to detail • Ability to prioritise and work under pressure • Good interpersonal skills • Excellent excel skills • Quick learner and proactive approach • Highly organised and adaptable • Strong written and verbal communication skills. • Excellent interpersonal and networking skills.
Other relevant requirements:	Limited travel may be required as part of this role; willingness and ability to travel mainly, but not exclusively, in Europe, and occasional travel at weekends or bank holidays.