

### Job description

<b>Job title:</b>	<b>Finance Executive</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Working hours and location:</b>	3 days per week (21 hours) Remote working and flexible working arrangements can be discussed. Headquarters in Bristol, UK with a second base in Brussels, Belgium.
<b>Overall purpose of the role:</b>	<ul style="list-style-type: none"> <li>To support the day-to-day financial functions of the organisation.</li> <li>To ensure that all activities under this remit are delivered to an excellent standard, and in line with ESE's strategy.</li> </ul>
<b>Date:</b>	September 2023

### Responsibilities

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

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

#### Person specification

Skills and experience	
	<ul style="list-style-type: none"> <li>• 2 years experience working within a Finance department</li> <li>• A qualification in accountancy (desirable)</li> <li>• Experience using Sage50</li> <li>• Ability to multi-task</li> <li>• Great attention to detail</li> <li>• Ability to prioritise and work under pressure</li> <li>• Good interpersonal skills</li> <li>• Excellent excel skills</li> <li>• Quick learner and proactive approach</li> <li>• Highly organised and adaptable</li> <li>• Strong written and verbal communication skills.</li> <li>• Excellent interpersonal and networking skills.</li> </ul>
<b>Other relevant requirements:</b>	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.