

Job Description – Finance Administrator

Status:	12 month fixed term contract, Full time, Hybrid, 37.5 hours per week
Location:	Leatherhead, Surrey
Reporting to:	Finance Administrator
Department:	Finance

About Police Federation of England & Wales

When you join the Police Federation of England and Wales, you will be part of a non-for-profit organisation that serves more than 139,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, Police Federation of England & Wales is a great place to work.

Primary Function

The Finance Administrator is responsible for providing accounts payable services to ensure effective, efficient and accurate financial and administrative operations. This includes processing and monitoring payments and expenditures. This role will work with the finance team to ensure financial records are accurate and up to date, and stakeholders are supported with their accounts payable queries.

Key Responsibilities

- Verify that transactions comply with financial policies and procedures
- Check and Process Staff and reps Expenses / Mileage Claims
- Prepare fortnightly BACS payments for both HQ and Branches
- Upload monthly credit card transactions
- Process approved credit card transactions
- Reconcile credit card transactions to the direct debit payments
- Chase and keep on top of outstanding credit card transactions
- Administrator of all new credit card applications
- Maintain and process Purchase / Sales ledger records
- Maintain various schedules / databases

- Build and maintain relationships with a range of stakeholders: vendors, suppliers, employees and Branches
 - Perform some key Balance Sheet reconciliations tasks on Navision
 - Other ad hoc duties as prescribed by the Finance Administrator Manager to assist in achieving Finance Department objectives
-

Key Skills & Experience

- Experience of working within an accounts payable role
 - A high degree of interpersonal and English communication skills, both written and verbal, with the ability to problem solve and convey messages and instructions to a range of stakeholders
 - Proficient in the use of Microsoft Excel and spreadsheet manipulation. Previous experience of using finance based systems, preferably Microsoft Dynamics Navision
 - Good investigative and research skills, with a methodical approach demonstrating a high level of accuracy and attention to detail
 - Experience of working in an Agile environment, able to work under pressure and towards tight deadlines to ensure department objectives are achieved
 - Able to work successfully as part of a team, have a flexible approach and able to work with limited supervision and use their own initiative
-

What PFEW will offer you

We offer multiple benefits to our HQ employees including: flexible working, hybrid working, competitive salary, private healthcare, enhanced pension contribution, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday (increasing with length of service), mental health clinics, support for continuous professional development, employee discounts and more....

Interview Process

- Telephone Interview with Talent Acquisition Lead
 - Take home assessment
 - Interview with Finance Administrator Manager and Financial Controller
-

*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.