

**JOB DESCRIPTION**

<b>Job Title</b>	Executive Officer Finance - Accounts Payable & Receivable
<b>Team</b>	Services
<b>Office Base(s)</b>	NSA, University of Stirling
<b>Reports To</b>	Finance Manager
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ All Staff</li> <li>▪ Suppliers/Customers</li> </ul>
<b>Job Purpose</b>	To support the achievements of Scottish Swimming's corporate plan by processing the Financial objectives outlined in the Financial Plan 2015-2021

**Key Tasks**

1. Sage
  - 1.1 Working with SS's staff to ensure that all invoices are properly authorised and coded;
  - 1.2 Ensure that all supporting documentation is attached to the invoice;
  - 1.3 Process on Sage in a timely manner for entering into BACS system;
  - 1.4 Ensure that transactions processed through SS intercompany account are duplicated through the Awards intercompany account.
  - 1.5 Ensure that all creditors are paid within the agreed credit terms.
  - 1.6 Manage the sage software backup process.
2. Bankline/Cheque Payments
  - 2.1 Reconcile Bankline Payments Status Report against Purchase Ledger;
  - 2.2 Post all payments on Sage
  - 2.3 Issue, where necessary cheques to suppliers;
  - 2.4 Issue remittance advices to suppliers.
3. Scottish Swimming Reconciliation
  - 3.1 Prepare all direct debit payments ready for reconciliation;
  - 3.2 Reconcile the SS bank account on a weekly basis matching the transactions that have been entered on Sage.
4. Awards Reconciliation
  - 4.1 Reconcile the Awards Bank Account on a weekly/monthly basis matching the transactions that have been entered on Sage.
5. Petty Cash
  - 5.1 Take responsibility for the reconciliation of all petty cash receipts and ensure they are properly coded;
  - 5.2 Reconcile petty cash income and expenditure on a monthly basis.
6. Credit Cards
  - 6.1 Lead on the implementation of the Credit Card policy;
  - 6.2 Reconcile monthly statements with credit card holders/designated staff for attachment of receipts for the relevant month;
  - 6.3 Ensure accurate transfer of credit card information onto Sage software and reconcile the credit card nominal account monthly;
7. Process Customer Invoices on Sage
  - 7.1 Ensure that all customer invoices are properly authorised and coded;

- 7.2 Ensure that customer invoices are correctly VAT tax coded and reconciled to the corresponding purchase invoice if appropriate.
- 7.3 Ensure that all supporting documentation is attached to the invoice;
8. Credit Control
  - 8.1 Building relationships with our customers to ensure effective communications;
  - 8.2 Monitor outstanding debts and follow up non-payments whilst liaising with SS staff;
9. Collection & Reconciliation of floats
  - 9.1 Issuing the float with a float number together with the relevant currency being requested;
  - 9.2 Monitoring to ensure all floats are returned by the due date;
  - 9.3 Reconciling the floats to ensure that the totals marry with the amount expended to the amount returned;
  - 9.4 Enter the financial onto sage and allocate to the relevant code.
10. Issue nominal reports to disciplines and staff on a bi-monthly basis or when required.
11. Fixed Assets Register
  - 11.1 Ensure copies of all invoices relating to the company's fixed assets be kept in a separate folder for the purposes of the yearly audit;
  - 11.2 Ensure the fixed assets register is updated on an annual basis prior to the renewal of SS's insurance policy (April) and year end period (October).
12. Provide administration support to the Finance Manager
  - 12.1 Communicate with all staff as instructed by the Finance Manager;
  - 12.2 Set up bi-monthly Finance Team meetings;
  - 12.3 Prepare the Finance Team for monthly staff meeting by collating the Finance updates for staff.
13. Completion of such other duties as maybe directed by the Finance Manager from time to time.

### **General**

1. Promote Scottish Swimming both within and out with the work environment.
2. Deliver Scottish Swimming customer care standards in the work environment.
3. Attend, draft reports and contribute to Board, Council, Management and Staff Meetings as appropriate.
4. Maintain knowledge of, and adhere to the published Scottish Swimming policies.
5. Maintain own personal development records and ensure that interim review and annual appraisal documentation is signed off and lodged according to company policy and timescale.

### **Person Profile – Executive Officer - Finance**

#### **Knowledge, Skills and Abilities**

- Proven finance experience.
- An ability to use different types of computer software for a variety of tasks.
- Numeracy and literacy competence.
- Proven ability to prioritise, plan and organise work whilst in a busy environment.
- Excellent IT and Sage or appropriate financial software packages.
- Excellent interpersonal and communication skills.
- Excellent organisational and planning skills.

- An ability to interface with professional and volunteer staff.
- Ability to have flexible working hours.
- An ability to motivate and influence others.

### **Qualifications and Training**

- Experience with all aspects of Sage line 50 account system or any other financial software package.
- Experience in an accounts payable / receivable environment.
- Experience in credit control.
- Literate – ability to write reports.
- IT Skills – competent with MS products – Word, Outlook, Excel and PowerPoint.

The above job description will be subject to annual review to reflect the needs of the Scottish Swimming and **sportscotland** corporate plans.