



Finance Coordinator

Based at
**Innovation Drive,
Newport**

Salary
£21k pro rata
20 hours/week,
hours to be agreed

Reports to
Finance Manager

JOB PURPOSE

You will be a key member of the support team, concentrating on EN:Able Futures. The role will focus on the finance and administration of the apprentice payroll and associated activities.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Calculate weekly apprentice payroll according to time-sheets received.
- Quantify, process, and record the apprentice weekly payroll.
- Efficiently manage the requirements of the apprentice pension scheme.
- Reconcile and record apprentice attendance.
- Maintain accurate records of apprentice information.
- Calculate charges due to Host employers for apprentices and maintain records.
- Raise weekly/monthly invoices according to charges due.
- Support the credit control function including performing credit control activities for all aged debt.
- Receive, quantify, and input Supplier invoices using the company's online accounting software (Xero).
- Any other duties as required considered to be commensurate with your skills and abilities in line with the core functions of the role.

YOUR TIME WILL INVOLVE...

- All tasks required to accurately process the weekly apprentice payroll according to the set deadlines.
- Performing credit control activities to ensure aged debt is kept to a minimum level.
- Maintaining apprentice placement records and making correct Host charges.
- Processing supplier invoices for payment in line with the agreed terms.
- Provide a support function to the Finance Manager as required across the Efficiency North Holdings Group.

KEY SKILLS AND QUALITIES

- Qualified to AAT level 3 or equivalent.
- Experience of Sage Payroll.
- Experience of Microsoft Office, particularly Microsoft Excel and Microsoft Word.
- Knowledge of online accounting software; Xero. [Desirable]
- Ability to meet deadlines.
- Time-management, workload planning.
- Highly organised with excellent attention to detail.
- Exemplary verbal and written communication abilities.
- Good interpersonal skills.
- Self-motivated and disciplined.
- Ability to prioritise workload and work with minimum supervision.

COMPETENCY PROFILE

Teamwork	D	Achieving Results	D	Dealing with Change	B	Influencing	B
Leadership	B	Planning and Organising	D	Customer Focus	D	Professionalism	D
People Development	D	Continuous Improvement	B	Communication	B		