

Finance Officer

Job Description



Salary- £26,000 – 28,500



Location – Genius Within Plumpton Office



Working hours – 37.5 hours per week



Reporting to – Finance Team Leader

Who is Genius Within and What do we do?

Genius Within CIC is a social enterprise established in 2011 to help neurominorities fulfill their potential in employment and their careers. Neurodiversity creates strengths that can benefit workplaces and communities.

We are working towards a future where all adults with neurodiversity will be able to maximise their potential and work to their strengths; where those with problems at work or in custody receive the diagnosis, coaching and support that they need. We provide Assessments, coaching, awareness training and in work support alongside social inclusion work and services for young people.

Equality Diversity and Inclusion

Genius Within cares deeply about creating a diverse and inclusive workplace. We are proud to be an equal opportunity employer and a disability confident leader. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.

Genius Within does not require disclosure to make reasonable adjustments. We ask all employees “how can we support you to work at your best” and are adept at provision of coaching, technology, flexible terms to meet this objective. Our highly successful majority disability staff team are testament to the benefits of making adjustments.

Job Purpose

Working across the Finance and Sales and Client Services teams to manage our clients' invoices and payments, and supplier onboarding and accounts payable whilst delivering on department key performance indicators supporting the financial needs of the company.

Main Duties and Responsibilities

- Handle finance enquires by telephone and email, for internal and external clients and customers according to service level agreements.
- Support the finance team in raising invoices/pro formats for new orders and existing contract clients.
- Chasing up customer late payments and managing the aged debtor KPI
- Ensure you have an up-to-date detailed knowledge of the current products and services that are available from Genius Within.
- Build and maintain effective relationships with both external clients, customers, internal colleagues, and associates.
- Respond to all client and customer needs, flexibly and promptly in a kind and welcoming tone.
- Assist with preparing the sales invoices to send across to clients
- Complete all duties relating to credit control, ensuring all payments due are dated and followed up
- Recovering any outstanding debt for the company following correct procedures.
- Reconcile accounts

- Complete aged debt reports, and analysing these figures for senior members of staff
- Ensuring all receipts match sales invoices, following this up if needed.
- Ensure all elements of the office processes are completed in a timely manner, in line with our Service Level Agreements.
- Collect and maintain accurate data records in line with our company policy and stored on our bespoke database.
- Take responsibility and ownership of your tasks whilst supporting your teams.
- Respond to incoming queries by telephone or via the internal email inbox.
- Undertake any general administration relating to the Finance department as requested

Database/IT System

- Manage database ensuring correct information is stored for clients, customers, pricing etc.
- Adhere to Data Security/IT policy

Knowledge, Skills, and Experience

Required

- Two years recent experience with commercial accounts software
- Strong administrative and organisational skills with a good eye for detail and the ability to stick to deadlines
- Effective oral and written communication skills
- Good listening skills
- An ability to prioritise workload
- A high degree of confidentiality, discretion, and integrity
- A problem-solving approach to work with a 'can do attitude'
- Competent and confident in the use of IT, including MS Office suite
- Tolerant, non-judgemental attitude towards people who are socially excluded
- Ability to role model and 'walk own talk' through attention to own patterns of behaviour, learning and career progression
- Demonstrable cultural sensitivity and interest/experience in disability inclusion and the legal parameters
- Ability to demonstrate personal resilience and thrive in a fast paced, changing environment

Desirable

- 2 years' recent experience in a customer service role or similar.
- Level 2 bookkeeping qualification

Other Information

Genius Within is an accredited Disability Confident Leader. If you require any adjustments, please let us know as soon as possible to support you to be at your best during this process.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Company Benefits

- 30 days annual leave pro-rata (with 8 additional days for bank holidays)
- Flexible working
- EAP
- GW Fit Club with online support and community
- Annual Savings Club
- Reflective Practice Sessions
- Mental Health First Aider Team
- Employee Resource Group
- Access to regular CPD events
- Profit share scheme & EMI Scheme
- Private Healthcare Scheme
- Access to Diagnostic assessments *Once Passed Probation*

The successful candidate must undergo a basic DBS check, on the basis that the role involves contact with vulnerable adults, in accordance with the Rehabilitation of Offenders Act (1974). Other relevant recruitment checks may also be carried out, including HMG Baseline Personnel Security Standard and prison vetting and clearance.

We recognise the contribution that people with criminal records can make as employees and associates and welcome applications from applicants who meet the role requirements. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

Our core values include openness and integrity and we work hard to create a culture built on trust and transparency. This is extremely important in order to serve our community who rely on us to provide a safe space and support for them to unlock their own Genius Within. vetting and clearance.