

Praxis Care Job Description

Position, Title & Grade:	Senior Finance Officer – Purchase/General Ledger
Location:	Central Office, Belfast
Reporting to:	Finance Manager
Function/Department:	Finance Department

Job Purpose/Summary:

The post holder will be expected to play a significant role in the preparation, input and control of financial data for Praxis Care and will be responsible for the day to day running of the purchase and general ledger department.

Key Accountabilities:

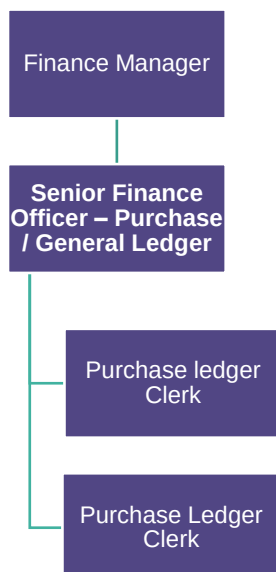
- Management of cash book processing including preparation and recording of payments from various bank accounts and management of monthly bank reconciliations
- Management of purchase ledger and supplier payments and reconciliations
- Management of general ledger including fixed assets
- Assisting Finance Manager in preparation of monthly balance sheet reconciliations
- Preparation of weekly cash flow forecast and actual monthly cash flow
- Managing month end processes including closing of ledgers
- Conduct formal supervision of purchase/general ledger staff team
- Ad hoc analysis and reports of financial information as required
- To assist in the training of finance staff and to provide finance training for non-financial managers

Requirements of the Role:

- You will be required to participate in the company appraisal and staff review process
- To adhere to and model the company values, behaviours and competencies at all times
- To carry out all duties of the post in accordance with Praxis expectations, regulations and policies
- To carry out additional duties of the role and all other required duties as and when necessary
- To work the necessary hours to fit the needs of the service

The above mentioned duties are not exhaustive and the post holder will be required to carry out other duties as and when necessary. It should be noted that stated duties or location associated with the post may change to meet the future needs of the organisation.

Organisational Structure:



Essential and Desirable Criteria:

	Direct/Internal	Indirect/External
Budget	0	0
Staff	- Purchase Ledger General Team - Purchase Ledger Clerks	0
Liaison & Influence	Regularly liaising with management and staff at Praxis' sites	Regularly liaising with suppliers, bank and other external parties as necessary

Criteria	Essential	Desirable
Education. Experience & Training Qualifications	5 GCSE's at Grade C or above (or equivalent) to include English & Mathematics (<i>candidate must be able to demonstrate equivalency on application</i>) - IATI, part qualified accountant or equivalent professional /financial qualification (<i>candidate must be able to demonstrate equivalency on application</i>)	- Knowledge of Integra accounting package - Experience of Microsoft Suite including Word, Access and Outlook - Experience working with foreign currency transactions/ translations

	2 years' experience working in a finance environment, with 1 years management experience OR 5 years' experience within the purchase ledger function including journal preparation, relevant reconciliations and experience in management of a purchase ledger function with 1 years' experience managing a team in a finance setting. - Demonstrate experience of using integrated computerised accounting packages - Experience in use of Microsoft Excel or other spreadsheet packages	
Skills & Competencies	- Ability to work unsupervised and within tight deadlines - Organisational skills - Ability to work as part of a team - Willingness to assist in other areas in finance department as and when required - Experience of liaising with external bodies and internal staff at all levels	
Attributes	- An eagerness to provide a quality service to operational departments - Enthusiastic and flexible	

	Professional and discreet.	
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Decision Making Authority	Recommendation Types and Levels
Freedom to act within role before anything is referred up the chain of command.	Recommendations to make the departments' processes more efficient.