

## **Finance Officer tasks:**

### **Daily:**

- Check Accounts email
  - respond to any queries
  - print invoices for processing
  - forward any card payment confirmations to relevant service areas
- Check invoices prepared for entry against Orders Placed
- Reconcile invoices – preparation for monthly pay run

### **Adhoc / as and when required:**

- Raise sales invoices ad hoc/monthly/quarterly
- Administer insurance claims
- Ad hoc journal entries – miscoding's, reconciliations etc
- Filing
- Liaising with other sites regarding finance queries on cash/card transactions/takings

### **Monthly:**

- Bank Reconciliations - Card takings entries from bank statements
- Payments received entries “
- Credit Control
- Holding code reconciliations
- Expenditure Exceeding 500GBP reports for website
- Procurement Card expenditure statement download, match up and pass for payment + spreadsheet for website
- Prepare pay run
- Enter salaries reconciliation spreadsheet
- Spreadsheet reconciliations back to accounts software

### **Quarterly:**

- VAT Returns

### **Twice yearly:**

- Assist with Internal Auditor requests for information

### **Annually:**

- Prepare budget book
- Assist with budget setting
- Assist with year end processes: ie accruals