

Role Profile

**Finance Officer**

|  |
| --- |
| **About SWLEP Ltd**  |
| The Swindon and Wiltshire Local Enterprise Partnership (SWLEP) is a limited company working in partnership with Swindon Borough Council, Wiltshire Council, local businesses, the military and education and training providers. . Our role is to achieve sustainable economic growth in the area, creating jobs and building the resilience of businesses. As part of the UK’s Industrial Strategy, the SWLEP, together with its partners, has created a Local Industrial Strategy (LIS) which sets out ambitious plans for the future of Swindon & Wiltshire. It aims to build on the unique features of the area to support the development of the local economy over the next ten to fifteen years. It addresses both local challenges and those outlined, to improve local economic performance and ensure that all communities contribute to, and benefit from, higher productivity. The SWLEP team is currently working on exciting projects such as the Swindon and Wiltshire Business Cyber Centre, the development of life science businesses at Porton Science Park and the creation of research and development and production facilities for an innovation campus for the circular economy at a couple of sites in Swindon. These projects aim to attract, support and increase the number of digital, technical and scientific based businesses in the area. Further work is underway to support the development of new rail services and stations and to expand the use of new energy vehicles, both electric and hydrogen powered, throughout the area. SWLEP has an annual revenue of between £2m - £3m with a capital loan fund of approximately £12m and a capital projects budget of 9.7m up to March 2022.

|  |
| --- |
| Job Description: Finance Officer**Job Purpose:** The Finance Officer will help deliver effective and efficient finance support by undertaking a range of finance activities in an accurate and timely way. **Reporting to:** CEO**Finance Officer duties:*** Ensuring the day-to-day financial processes run smoothly, including processing accounts payable and accounts receivable in a timely manner using a cloud-based software tool.
* Responsible for month end reporting including management accounts and balance sheet reconciliations.
* Providing financial and accounting information, both regular and ad-hoc to senior staff within SWLEP to enable them to manage their financial resources effectively.
* Responsible for the monthly payroll process and expense claim procedures.
* Efficient preparation and monitoring of budgets.
* Supporting the preparation of bi-monthly budget reports to the Board of Directors of SWLEP Ltd
* Supporting the preparation of the annual accounts and statutory returns.
* Supporting the audit preparation process and acting as liaison with external auditors.
* Maintaining accurate financial records of different income streams (public sector grants and income generated through SWLEP activity) to support claims processes and reporting, with input from Programme Coordinators.
* Supporting the annual revenue budget of circa £2.5m at transactional level and maintaining oversight of spending within the parameters set at the beginning of each financial year.
* Responsible for anticipated movements in the loan capital and ensuring interest payments are credited to the revenue account.

**Key Success Factors*** Financial reporting and management information are clearly presented and aid business decision making.
* All quarterly claims are submitted on time and accurate in their content.
* Queries from colleagues are handled promptly and correctly.
* Monthly payroll is accurate and timely.
* The SWLEP Board is accurately informed about the company’s financial performance and risks.

Person Specification: Finance Officer**Essential Skills, Experience and Knowledge*** Previous experience in finance with a good understanding of accounting principles and financial control,
* Relevant finance qualification, either AAT qualified (level 3 or above) or working towards CIMA/ACCA/ACA professional exams
* Good pass in GCSE Maths (or equivalent)
* Experience of accounting software, ideally Xero
* Good MS Office skills in particular Excel including look ups and pivot tables.
* Knowledge and understanding of public sector finances.
* Good attention to detail and be able to complete work to a high standard.
* Good team player with flexible approach
* Strong communication skills with the ability to support and communicate with internal and external stakeholders verbally, in writing, by email and in person.
* Ability to work to deadlines and prioritise workload effectively.

**Desirable Knowledge*** Knowledge of data protection requirements (including GDPR)
* Good understanding of Local Economic Partnerships, local government, central government or similar quasi-government bodies.

**Other Requirements*** A need to occasionally work outside of office hours as required

**Personal Qualities and Motivation*** Confidence - to take on responsibility and liaise with internal and external stakeholders.
* Flexibility – happy to undertake a wide range of duties.

All SWLEP staff are expected to demonstrate the following behaviours in fulfilling their work commitments. * **Selflessness**Acting solely in terms of the public interest, not for their personal gain.
* **Integrity** In fulfilling their work, staff will not place themselves under any obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
* **Objectivity**In carrying out their work, staff should make their decisions entirely on merit.
* **Accountability** Staff are accountable for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.
* **Openness** Staff should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
* **Honesty**Staff have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts which may arise in a way that protects the interests of the company.
* **Leadership**Staff should promote and support these behaviours by leadership and example.
 |

 |