



Ouse and Humber Drainage Board

Job Description – Finance Officer

Responsible to: Corporate Strategy Manager

Salary Grade: 5, ranging from £27,228 to £30,120 (£13,614 to £15,060 pro-rata)

Contract: Casual – minimum 6 months

Working hours: 18.5 hours per week

Main purpose of the role:

- To support the Board in maintaining its financial procedures and systems.

Key Responsibilities:

- Manage and operate the Board’s accounts using Sage 50 Accounts
- Monthly bank reconciliations
- Bi-monthly VAT Returns
- Preparing and recording payroll data
- Preparing and processing payments
- Processing receipts
- Quarterly financial reports
- Assisting with internal and external audits and year-end closure
- Assisting with customer/supplier enquiries
- Any other duties appropriate to the role as directed by the Corporate Strategy Manager

Person Specification

	Essential	Desirable
Qualifications and Training	5 GCSEs at grade C or above (or equivalent), including Maths and English	Book keeping or accounting qualification Professional membership
Experience and Knowledge	Good working knowledge of SAGE Accounts software or equivalent accounting software. Knowledge of accepted accounting practices and principles Experience of working in a similar role	Knowledge of financial regulations Knowledge of public sector finance Knowledge of relevant legislation/regulations such as Audit Regulations and GDPR
Skills and Abilities	Good IT skills including use of spreadsheets, word processing, email and internet programs. Good interpersonal skills Good organisational skills Able to work independently, flexibly and apply own initiative Attention to detail Ability to manage confidential data	Excellent literacy and numeracy skills Strong financial and accountancy skills Able to work overtime occasionally