

## Job Description – Finance Officer

Job Title	Finance Officer
Line Manager	Finance Manager
Salary	£28,537 (plus £2,000 London weighting)
Contract	Permanent
Hours	37.5 hours per week Monday to Friday, flexible working with 10am – 4pm core hours, some evenings and weekends required
Based	London. In line with government guidance we are currently working from home. This role will, however, be partially office-based when this becomes possible.
Benefits	36 days' holiday (inclusive of bank holidays) increasing by 1 day per year up to a maximum of 41 days, employer contribution to pension, interest-free season ticket loan, professional development day allowance + budget, health cover cash plan
Start Date	December 2020

### The Organisation

The Brilliant Club is an award-winning charity that exists to increase the number of pupils from underrepresented backgrounds progressing to highly-selective universities. We do this by mobilising the PhD community to share its expertise with state schools. We recruit, train and place PhD researchers to work with state schools: either part-time as tutors through The Scholars Programme or full-time as classroom teachers through Researchers in Schools (RIS). In 2019/20, The Brilliant Club worked with over 700 state schools and 13,000 pupils across the UK.

### The Opportunity

We are excited to be recruiting a Finance Officer to join the Finance team. The Brilliant Club has a commitment to delivering consistent outcomes for our pupils, as outlined in *The Path to Outcomes* strategy. This is a key role in the team, working alongside the Finance Manager and Finance Director to deliver the department's targets and contribute to the charity's strategy.

The role will manage a varied workload that includes responsibility for the accounts payable function, bank reconciliations, credit control, expenses and supporting the Finance Manager with month-end procedures. The role requires an energetic, enthusiastic individual with a flair for numbers who is looking to pursue a career in accountancy. The charity is keen to support the successful candidate with their career progression.

The successful candidate will champion the charity's values and embody them in interactions with colleagues and external stakeholders. To ensure excellent working relationships are maintained they will be effective communicators with staff and external stakeholders. They will be focused on continually improving, looking at how the Finance department can be more efficient and implementing new ideas.

We think this is a great opportunity to join an established and supportive Finance team that encourages growth within the role and welcomes new ideas. It is an exciting time when the charity is expanding its provision across the UK and growing its capacity to deliver outcomes for pupils. We look forward to receiving applications from candidates who meet the job requirements and who are committed to the charity's mission.

The Brilliant Club exists to increase the number of pupils from underrepresented backgrounds progressing to highly selective universities. We think it is important that our charity reflects the lived experience of our beneficiaries, and we want to be an organisation where employees from any background can thrive. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi, Trans including non-binary (LGBTQ+) candidates, and candidates from low income families. These groups are currently underrepresented at The Brilliant Club and we are committed to increasing representation and diversity at the charity.



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To Apply	Please click <a href="#">here</a> to fill out our Equality and Diversity Monitoring Form and <a href="#">here</a> to submit your application. Please note that we will not consider applications that do not refer to this post.
Deadline	9am on Friday 23 October 2020
Interviews	First Round W/C 26 October; Second Round W/C 2 November
Further Details	Please visit <a href="http://www.thebrilliantclub.org">www.thebrilliantclub.org</a> or call Chloe Hayes on 020 3005 3341

### Person Specification

- Essential – Two years' work experience in finance or a degree in finance or accounting qualification (e.g. AAT)
- Essential – Ability to work to tight deadlines while maintaining a high level of accuracy
- Essential – Detail orientated, ensuring that internal control processes are adhered to
- Essential – Ability to communicate effectively with staff and stakeholders
- Desirable – Pro-active and adaptable with a can-do attitude
- Desirable – Interest in the education and university access sector

### Role Specific Knowledge and Skills

- Essential – Good knowledge of excel (intermediate level)
- Essential – Good knowledge of accounting principles
- Essential – Ability to prioritise and manage a varied workload
- Desirable – Experience of using Xero or other accounting software
- Desirable – Experience in a similar finance role

### Key Areas of Responsibility

**The following areas of responsibility are the core of the role. However, the role is flexible and will vary according to the needs of the team, and the background and experience of the successful applicant.**

- Accounts Payable and Accounts Receivable
  - Processing supplier invoices and generating supplier payments
  - Managing the credit control process
  - Reconciling the bank accounts and credit cards and generating reconciliation reports
  - Responding to staff, supplier and customer queries
- Expense Claims
  - Reviewing and approve PhD tutor and staff expense claims
  - Responding to staff and PhD tutor expense queries
- Month End
  - Supporting the Finance Manager with month end processes
  - Ensuring all transactions are recorded accurately and to strict deadlines in Xero
- Wider Support
  - Supporting the wider activity of the finance team such as managing the finance email account and phone
  - Supporting The Brilliant Club's wider activities as a university access charity, e.g. Annual Conference