



## Job Description

<b>Job Title:</b>	Finance Officer	<b>Department:</b>	Finance
<b>Salary Range:</b>	£23,625 – £27,400	<b>Location:</b>	Cardiff – South Gate House (relocating to Pontypridd in late 2019)
<b>Contract Type:</b>	Permanent	<b>Welsh Language Skills:</b>	Desirable
<b>Pattern of Working:</b>	Full time. Applications from candidates interested in alternative work patterns will be considered; however, business needs may place limitations on the arrangements offered.	<b>Security Clearance:</b>	Appointment is subject to the successful completion of a Disclosure Scotland level of security vetting (as the minimum standard).
<b>Contact:</b>	Kathryn Harries – 029 2167 3434	<b>Closing Date:</b>	10:00 on Wednesday 13 June 2018.

### Purpose of Post:

Transport for Wales (TfW) is a not for profit company, wholly owned by the Welsh Government. Transport for Wales exists to drive forward the Welsh Government's vision of a high quality, safe, integrated, affordable and accessible transport network that the people of Wales are proud of. It will also help to change the way we understand, plan, use and invest in transport in Wales. Transport for Wales is key to delivering the Welsh Government's key themes as set out in Prosperity for All: the National Strategy.

As part of the Finance team, the post holder will support and deliver a range of financial services to enable the organisation to carry out its core business.

**Role and Responsibilities:**

- Process purchase invoices and credit notes: check invoices against purchase orders; code and post transactions to journals, ledgers and other records; obtain payment authorisation; set up BACS transfer payments.
- Support the day-to-day management of the online banking system and other financial systems as required.
- Reconcile supplier statements.
- Support the monitoring and review of the Expenses Policy to ensure that it meets business requirements and process expense claims, checking for validity against the Expenses Policy.
- Process customer receipts and allocations.
- Carry out bank and debit/credit card reconciliations.
- Process customer receipts and allocations, and assist with credit control processes.
- Post invoices, open new customer accounts, import bank transactions, run statements and allocate payments.
- Track and co-ordinate the resolution of queries and disputes.
- Assist with monthly and annual reporting, and carry out ad-hoc reconciliation work and reporting.
- Scan and file documents, and ensure that accurate and complete records are maintained.
- Raise purchase orders in accordance with signed contracts.
- Support the accurate and timely processing of payroll.
- Support the development, delivery, monitoring and review of policies, procedures, processes and systems to facilitate continuing improvement within the finance function and across the wider TfW team.
- Co-ordinate and respond to queries from the TfW team, the Welsh Government and a range of suppliers.
- Manage and co-ordinate responses to correspondence received via the company's mailboxes.
- Carry out online filing via Government Gateway.
- Understand the financial position of the company and the wider economy, and ensure that value for money is achieved when delivering services.
- Maintain own professional development and stay abreast of regulatory changes and developments in best practice.

- Fire warden and first aider duties, and prepared to complete the required training to carry out these roles.
- Undertake any other duties as required commensurate with the role and grade.

### **Knowledge, Skills, Qualifications and Experience:**

#### **Essential:**

- Experience of working in a finance role or function with a working knowledge of accounting software (e.g. Sage or SAP).
- Excellent Excel skills.
- Experience of using a range of Microsoft Office software.
- Proficient and accurate in data entry and management.
- Excellent written and verbal communication skills.
- Good attention to detail and able to maintain confidentiality.
- Demonstrable experience of engaging with and developing effective working relationships with a range of internal and external customers/stakeholders.
- The ability to quickly understand the financial requirements of different parts of the business and effectively support the teams to deliver their objectives.
- Demonstrable experience of planning, prioritising and delivering work to a high standard and by the required deadline.
- Demonstrable experience of working well under pressure and of working proactively and flexibly to manage competing priorities and continually improve processes in a high profile and fast moving organisation.

#### **Desirable:**

- AAT qualified or similar, or willing to train towards gaining these qualifications.
- Experienced and proficient in creating and using pivot tables.
- Welsh Language skills:
  - Reading: full understanding of all work-related material
  - Spoken: fluent
  - Understanding: can understand all work-related conversations
  - Written: can prepare written material for all work-related matters
- Experience of working within or an understanding of the transport sector.

### **Development Opportunities:**

This post offers the opportunity to develop a wide range of skills in an exciting period of development for transport in Wales. There will be opportunities to be involved in high profile meetings and events, and work with key internal and external stakeholders. This is an emerging role which the post holder will have the opportunity to influence.

### **How to Apply**

Please submit your CV and a covering letter explaining why you would like to be considered for the role and how you meet the requirements outlined in the job description to [recruitment@transportfor.wales](mailto:recruitment@transportfor.wales) by 10:00am on Wednesday 13 June 2018.