

	Job Description	
	Role	Finance Officer
	Department	Finance
	Reporting line	Assistant Financial Controller

AFM ("the company") are the largest provider of facilities management and associated building services in the Channel Islands. Our purpose is to deliver high quality, sustainable solutions for our customers and island communities.

Purpose of Role

The Finance Team play an important role in the successful performance of AFM. As the main point of contact for financial related matters for our clients, suppliers and colleagues, the team are required to have good interpersonal skills, with a high level of professionalism and customer care. Internally, they also provide financial support and advice to all areas of the business.

The Finance Officer is responsible for supporting the financial management of the organisation by maintaining accurate financial records, processing transactions, preparing reports and ensuring compliance with financial policies and regulatory requirements.

The Role and Responsibilities (not limited to) are as follows:

Key Responsibilities

- Process weekly payroll and enter details of starters, leavers and any amendments on to the payroll system
- Assist with the processing of accounts payable and accounts receivable transactions
- Assist with managing debtors
- Communication with internal and external clients (phone/email)
- Work with Department Managers to ensure that supplier & subcontractor invoices are authorised for processing
- Administer petty cash, ensuring that the correct forms are completed and authorised for payment, receipts and monies are refunded and that all cash and financial information are securely stored and recorded
- Process Job Cost and Sales transfers
- Pay Staff expenses, Proforma invoices and make any necessary sundry payments
- Monitoring incoming finance team emails and action them accordingly
- Engage and support internal and external auditing and reporting processes
- Provide back up support to other Finance Team members (i.e. holiday/sickness cover)
- Provide general support to the day to day running of the Central and Finance Teams as required
- Other ad hoc finance related tasks

Customer Focus:

- Deliver consistently high-quality standards of customer service across our customer base
- Ensure compliance with our contractual obligations and service level agreements, whilst exceeding customer expectations wherever possible
- Engage with customers and colleagues in a professional and helpful manner at all times
- Aid the development and growth of the business when opportunities arise, including continuous improvement in quality and customer service delivery.

Teamwork:

- Create and promote collaborative working relationships across the AFM team
- Work with colleagues to maintain sufficient cover during normal working hours
- Participate in self- development, including identification of training and development needs, and support training of others if and when required
- Attendance and active participation in team meetings and 1:1s
- Act in accordance with the AFM HR policy and dress code at all times.

Health and Safety:

- Maintain compliance with Company H&S policy and support the execution of the highest standards of H&S at all times
- Complete regular training in accordance with requirements.

Key attributes:

- Have strong numerical and analytical skills
- Have excellent attention to detail and accuracy
- Be passionate about customer service excellence and quality standards
- Have exceptional interpersonal and communication skills and be able to build trust with colleagues and customers
- Act with professionalism and integrity at all times, as an ambassador for AFM both inside and outside the company
- Have excellent organisational and time management skills for self and others, with an ability to work under pressure
- Have a proactive approach to work and problem solving and be able to work under own initiative
- Be able to work both individually and as part of a team
- Be able to prioritise workload and to follow processes and procedures (AFM and customers)
- Maintain the strictest of confidence in all matters relating to the AFM business, in accordance with Company policy.

General requirements for the role:

- Be computer literate and proficient in the use of MS Word, Excel and MS Exchange as a minimum
- Bookkeeping/Accounts qualification is desirable i.e. AAT/CAT or equivalent qualification

Personal Development/Training relating to the role may include

- In-House Training; for example: FM IT systems including CAFM, Axim/Summit, internal processes and procedures