

Job Description – Finance Administrator

Status:	Contract, Full time, Hybrid, 37.5 hours per week
Location:	Leatherhead, Surrey
Reporting to:	Financial Controller
Department:	Finance

About Police Federation of England & Wales

When you join the Police Federation of England and Wales, you will be part of a non-for-profit organisation that serves more than 139,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, Police Federation of England & Wales is a great place to work.

Primary Function

The Finance Administrator is responsible for providing administrative, supportive, and financial services for our Special Constables. This includes processing forms, maintaining mailboxes, creating and distributing invoices, recording remittances and performing reconciliations. Providing these services in an effective and efficient manner to ensure financial records are accurate and up to date and the experience of all stakeholders is pleasant.

This person will be responsible for communicating administrative tasks to a range of stakeholders e.g., non-finance, civilian special constable volunteers and federation reps. The role will also interact with both the IT and Finance team.

Key Responsibilities

- Processing joiner forms received from various branches onto a system and capturing information accurately onto a master sheet. This involves performing data quality checks and communication with branches
- Liaising with various functions within the IT team to ensure correct amendment of existing records in the system where notified eg resignations, changes to circumstances etc

- Performing customer service aspects for joiners who pay subscriptions through direct debit – this entails assisting joiners by problem solving where direct debit form mandates fail, answering any questions or queries
 - Maintaining the specials finance email box and responding to any emails
 - Creating billing reports on a monthly basis for all branches
 - Creating and distributing sales invoices for all agreed billing reports. This involves using free text invoice templates, recording the invoices onto the finance system, and issuing them out for payment
 - Recording all remittances and performing invoice reconciliations
 - Follow up of all outstanding invoices
 - Processing expenses and credit card transactions
 - Performing bank reconciliations in the accounting system
 - Performing direct debit reconciliations and communicating all failures
 - Verifying that transactions comply with financial policies and procedures
 - Other ad hoc duties as prescribed by the Financial Controller to assist in achieving Finance Department objectives
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Key Skills & Experience

- Exceptional written and spoken communication skills, with the ability to explain administrative and financial processes to a range of stakeholders
 - Experience of working in a previous accounts receivable or payable role, and working knowledge of accounts reconciliation; bank or customer accounts
 - Spreadsheet manipulation skills and an aptitude for Microsoft Excel is preferable
 - A methodical approach with a high level of accuracy and attention to detail
 - Experience of accounting systems, preferably Microsoft Dynamics Navision is preferable
 - Good investigative and research skills
 - Experience of working in an Agile environment, able to work under pressure and towards tight deadlines with a flexible approach to work to ensure the success of the team
 - Able to work successfully as part of a team and with limited supervision when required, using their own initiative.
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What PFEW will offer you

We offer multiple benefits to our HQ employees including: flexible working, hybrid working, competitive salary, enhanced pension contribution, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26

days holiday (increasing with length of service), mental health clinics, support for continuous professional development, employee discounts and more....

Interview Process

- Telephone Interview with Talent Acquisition Lead
 - Take home assessment
 - Virtual Interview with Finance, Planning & Analysis Manager and Financial Controller
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*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.