

Job Profile: Finance Officer

Job Title: Finance Officer

Salary: £31,500 pro-rata, per annum

This job profile is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

About Camden Learning

Camden Learning is a local education partnership established in 2017 and jointly owned by Camden Council and Camden's schools. A company limited by guarantee, it was created for the benefit of all our children and schools, with a core focus on school improvement. We have made good progress in building Camden Learning and developing greater capacity locally for a school-led system. We have a strong relationship with schools and have worked closely with leaders to put the architecture in place to provide stronger and more creative connections between them.

We have a fantastic opportunity for an enthusiastic, self-motivated and innovative children and young people's Health Improvement Practitioner to develop, deliver and evaluate health improvement interventions with children, young people and families. The post holder will be required to work with early years, schools, after school clubs, youth clubs and holiday clubs and provide training, advice and support, that aim to prevent obesity and address other Public Health priority areas

Role Purpose

Camden Learning is now recruiting for a Finance Officer. We are looking for an experienced proactive individual to join and enhance our team of hardworking, passionate and friendly staff. This is a critical post within Camden Learning, you will be responsible for the day-to-day running of financial transactions and assisting with providing high quality finance and accountancy services to the team. Successful candidates will need to be self-motivated and be able to demonstrate an ability to work on their own initiative

The Finance Officer will

- They will provide high quality and comprehensive finance support, specialising in publicly funded organisations, drawing on technical expertise, knowledge and experience.
- Support the management of all operational income and expenditure.

- Manage the end to end purchasing to payment process, ensuring best practice and relevant legislative requirements are adhered to. Also manage the end-to-end accounts receivable function ensuring effective billing and credit control.
- They will manage and monitor income, the expenditure cost centres and the overall resources position of Camden Learning ensuring all appropriate financial management reporting is undertaken.
- They will make financial recommendations to the Chief Operating Officer.
- They will monitor compliance with financial controls.
- They will coordinate the gathering of information for the purposes of budgets and financial statements/year-end accounts.
- Liaison with accountants and auditors as required.

Qualification requirements

An accounting/bookkeeping/business qualification. Experienced candidates can still apply.

Person Specification

- Experience of managing a large volume of financial data, having to input accurately into a finance system. This could be from a general bookkeeping role or from a role such as accounts payable or accounts receivable.
- Experience of providing high quality financial information and advice to a range of stakeholders in a complex service environment.
- Ability to negotiate commercially advantageous fees and contracts with providers and consultants.
- Demonstrates a high level of interpersonal skills, presence and proven experience of building and maintaining positive working relationships with customers, colleagues and other stakeholders.
- Advanced spreadsheet skills.
- Ability to operate independently and with high level of accountability and probity.
- Developed personal management skills, acting positively, flexibly and constructively, bringing energy and focus to the work of the team.
- Demonstrate high level of accountability and drive.
- Ability to solve problems, advocate decisions and share good practice.
- Demonstrate excellent interpersonal, written and verbal communication skills.

- Communicate clearly and appropriately with colleagues.
- Promote joint working across Camden Learning and the Camden Council to achieve the best outcomes for children and young people.
- Adhere to Camden Learning's policies on equal opportunities and be responsible for the promotion of these policies in every area of work.
- Champion diversity and equality in all aspects of service delivery and people management.
- Carry out any other duties commensurate with the grade of the post, as may be required from time to time, including attending meetings outside of normal working hours if required.

Work Environment:

The main base of work is the office at 5 Pancras Square, though the post holder may be able to work remotely for some of the week.

People Management Responsibilities:

No management responsibility

Diversity & Inclusion

We want Camden Learning to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do.

Asking for Adjustments

Camden Learning is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at camdenlearningrecruitment@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,