

JOB DESCRIPTION

FINANCE ADMINISTRATOR

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| Job title | Finance Officer |
| Reporting to | Kaye Greenway, Head of Client Services |
| Job location | Ipswich, Suffolk |
| Salary | £23-28k+ life insurance, pension, other benefits |
| Role | Permanent, full time |

Why join The DPO Centre?

We exist not just to be the 'best' or the 'biggest' or the most 'successful'. Our purpose is to "develop and inspire one remarkable team, to deliver the extraordinary".

Our #oneteam philosophy encourages every member of our team to have respect, adapt and deliver; to grow and to enjoy *your* journey.

We win because we are #oneteam.

The DPO Centre is the UK's leading Data Protection Officer resource centre. As a team of 30+ we provide 'fractional' (so less than part-time) outsourced Data Protection Officer resources to over 500 organisations across the UK. We also provide GDPR and NIS Representation services to organisations globally.

We offer the opportunity to work in a fast paced, dynamic and varied role, alongside other like-minded and motivated professionals within a structured, organised and co-ordinated environment.

Further details on The DPO Centre and our existing team can be found at www.dpocentre.com.

Candidate profile and job purpose

First and foremost, The DPO Centre is a service business. We look only to work with proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values, mission and culture.

To support our continued growth, we require an Finance Administrator.

As Finance Administrator, you will be carrying out a wide range of tasks for finance and client services, so excellent communication and interpersonal skills are required. The role involves working with systems such as Xero, Workflowmax, Hubspot, and Trello, to name but a few.

You will need to be an enthusiastic team player who is well presented, articulate and has excellent written and non-verbal communication skills. You will be an outstanding organiser and have the capacity to manage and prioritise tasks received from multiple sources.

You will be highly computer literate with demonstrable experience of organising, structuring, prioritising and planning and have a keen eye for detail. The post is office-based in Ipswich, Suffolk.

You must enjoy working as an integral member of our team but also be capable of managing your own workload to deliver high quality work that meets expectations and deadlines. We operate a relaxed, fun and sociable work environment, but with a constantly pressured workload where we remain resolutely focussed on delivering the highest possible standards of client service.

Duties and responsibilities:

Finance Administrator

- Creating invoices for all contracted works for our UK and Irish entities
- Carrying out regular financial reports, both on systems and spreadsheets
- Retrieving and logging of all regular outgoing payments
- Close monitoring of the company's financial invoicing system to ensure all invoices are accurate and sent in a timely manner
- Responding to and resolving any client invoicing issues
- Responding to and resolving any queries from our UK or Dublin accountants
- Regular monitoring of the company's financial credit control and taking appropriate action where required
- Creating end-of-month deferral reports
- Managing incoming financial tasks from DPOs or other office staff as required

General

- Providing cover for other office staff roles during absence and holidays
- Support with general administrative tasks to support the office

Person Specification:

Education

- A degree level qualification, however experience in a finance/accounting role is more valued than qualifications

Personal:

- An enthusiastic 'people person' and team player
- A willingness to learn, work hard, contribute to the team and develop new skills
- Ability to work independently as well as part of a team
- Ability to be able to handle multiple ongoing tasks with various deadlines and priority levels

Required skills

- Highly organised, structured, disciplined with exceptional attention to detail
- The ability to work under pressure and prioritise multiple activities
- Exceptional time management skills to manage your time and meet deadlines
- Excellent written, verbal and non-verbal communication skills
- Advanced knowledge and experience of using Microsoft Office applications, especially Excel
- The confidence to propose new and improved processes and effect positive change

Desired skills

- Working knowledge of Xero and other accounting software programmes

Career Progression

- Team leadership > Senior Management