

# Job Description

Job Title:	Finance Co-ordinator
Reports to (job title):	Finance and Performance Lead
Line Manager to:	N/A

## Job purpose

To provide financial and performance support to TLE, supporting financial and performance processes, working to financial policies, supporting financial audit, performance oversight and efficient way of working to optimise learning operations.

## Base

Office Base: Regional Office, hybrid working with national and regional travel as required.

## Key responsibilities

- Using appropriate finance systems, support effective processing of all payments and income / funding
- Ensure accurate and timely payments
- Work with HCRG Care Group accounts department to troubleshoot any anomalies
- Process, log, monitor and report on financial spend, income and funding forecasts
- Monitor and report on usage of Education Funding Assistance by BU's
- Track, process and reconcile payments / income from NHS England
- Collection and preparation of financial and performance data and reports including external income, NHSE and other CPD funding and KPIs
- Maintain computerised filing systems, plans, trackers and documentation to support effective financial and performance oversight and scrutiny
- Maintain appropriate financial and performance records in line with GDPR and any other relevant legislative requirements, ensuring compliance with regulatory requirements and standards
- Ensure financial and performance processes and procedures are adhered to and take corrective action / escalate where required
- Support in ad-hoc financial and performance projects and analysis as required
- Support the Finance and Performance Lead with reviews and audits as appropriate
- Ordering of resources and stock
- Scheduling of meetings and minute taking where required
- Commitment to continuous professional development

## Personal Specification

### Essential

- Qualification in a relevant field to level 3 or equivalent experience (or willingness to work towards)
- Experience of working in a support role
- Ability to communicate clearly and succinctly verbally and in writing
- Highly organised with attention to detail and ability to manage multiple priorities
- Experience of working in a results/ task orientated field, with attention to detail and accuracy
- Strong IT skills and aptitude using IT software including financial management and performance systems as well as Microsoft Office
- Experience of using Microsoft Excel
- Experience of collating and preparing data and reports
- Strong numeracy skills
- Self-motivated, reliable & flexible team player, who is able to work on own initiative.
- Ability to work as part of a team, as well as independently
- Able to work under pressure and with changing demands and priorities

### Desirable

- Part qualified or qualified CCAB accounting qualification (ACA, ACCA or CIMA)
- Experience working in a finance support or co-ordination role
- Experience of working in a Healthcare or education setting in a similar role