

Job Title:	Finance Officer
Grade:	F
Reporting to:	Financial Controller
Functional responsibility to	Director of Finance, Business and Commercial Operations ("DFBCO")
Other regular relationships	All other staff
Location:	The position is based in our central London office with opportunities for hybrid working. The Society supports flexible working requests and will take individual circumstances into consideration at the time of offer. This role could involve occasional overnight, and weekend stays away from home. Time off in lieu will be granted for weekend working.
Contract:	0.5 Full-Time Equivalent; Permanent.

British Pharmacological Society Vision

A world in which pharmacology and therapeutics drive and support progress in science, medicine, and healthcare for the benefit of all in society. The Society's charitable mission is to promote and advance all disciplines of pharmacology in the discovery, development and use of medicines.

Overall Objective of the Job

To support the Financial Controller by ensuring that all purchases, expenses, payments, sales and receipts are properly processed, paid and recorded in the finance software and CRM in a timely manner.

Main tasks & responsibilities

Finance Service**To ensure the following for the Society and its subsidiary companies (BPS Assessment Limited and BPS Trading Services Limited):**

- All purchase invoices, expense claims and credit card statements are processed and paid within agreed timescales.
- Supporting budget managers with the operation of the purchase order process.
- Suppliers are paid via an efficient process within their agreed terms.
- Payments are made according to approved limits of delegated authority.
- Processing payments and receipts that only appear in the in the bank accounts, making sure that the finance software & the Customer Relationship Management system (CRM) is accurate and up to date.
- Prepare the monthly bank reconciliations.
- All data in the finance software is accurate and up to date, including:
 - Purchase ledger invoices
 - Expense claims

- The Society's credit cards.
- Any sales invoices that need to be raised are raised in the CRM
- Making sure that the CRM data for payments received in the societies bank accounts is constantly up-to-date and making sure that details of any outstanding debts are duly followed up with staff members, highlighting and reminding staff about any outstanding debts that they are responsible for.
- Accounts Payable and Accounts Receivable balances are regularly reviewed and reconciled to ensure they are valid, and any unusual balances are investigated and cleared
- All accounts queries are dealt with in a prompt and professional manner.
- Providing relevant information to the Society's auditors and dealing with their queries in a prompt and professional manner.
- Maintain the Society's preferred suppliers list and assist the Financial Controller to ensure the Society's purchasing guidelines are being adhered to.
- Contribute to the improvement of processes and procedures related to finance operations.

Other

- Supporting staff to be capable and confident in raising invoices in the CRM independently.
- Service standards covering interaction across all areas are to be maintained at a high standard, regularly reviewed, that performance against standards is reported and appropriate action taken.
- Adhere to the Society's Data Handling Policy, and related policies and procedures by ensuring personal and sensitive data of individuals, particularly members, is protected.
- Undertake any other duties as reasonably required and directed by the Financial Controller and the DFBCO.

Person Specification

Requirements	Essential	Desirable
Education, Training and Technical		
<ul style="list-style-type: none"> • An understanding of and enthusiasm for biosciences with an understanding of the importance of pharmacology 		*
<ul style="list-style-type: none"> • Undergraduate degree or postgraduate qualification. Alternatively, equivalent experience gained through education, training, or career pathways. 		*
Experience		
<ul style="list-style-type: none"> • experience of working with financial systems 	*	
<ul style="list-style-type: none"> • Experience of processing records paying close attention to detail. 	*	
<ul style="list-style-type: none"> • Ability to follow agreed procedures in an efficient and timely manner. 	*	
<ul style="list-style-type: none"> • The ability to suggest and make improvements to procedures. 	*	

Requirements	Essential	Desirable
<ul style="list-style-type: none"> Experience of using Customer Relationship Management (CRM) systems. 		*
<ul style="list-style-type: none"> Experience of working for a membership organisation and/or experience of working in finance teams 		*
<ul style="list-style-type: none"> Previous experience of working in a charity/learned society or public sector body. 		*
Interpersonal and communication skills		
<ul style="list-style-type: none"> A good team player who can work exceptionally well with other members of the BPS staff, the Society's members and secure co-operation from contacts both within and external to the Society. 	*	
<ul style="list-style-type: none"> Good written skills. 	*	
<ul style="list-style-type: none"> Good attention to detail and an ability to anticipate potential administrative or other problems. 	*	
<ul style="list-style-type: none"> Ability to meet deadlines under pressure and to prioritise workload. 	*	
<ul style="list-style-type: none"> Able to handle confidential matters appropriately. 	*	
<ul style="list-style-type: none"> Flexible outlook and willingness to contribute outside the normal range of duties. 	*	
<ul style="list-style-type: none"> Self-motivated with the ability to use initiative and judgement. Willingness to take full responsibility and be accountable for areas under post-holder's remit. 	*	
<ul style="list-style-type: none"> Personable, friendly and approachable also with good interpersonal skills. 	*	