

Job Description

Job title:	Finance and Rating Officer
Department:	Finance Team
Location:	Stewartby, Bedfordshire
Responsible to:	Principal Accountant
Responsible for:	Ensuring all transaction processing is undertaken and that all Direct and Special levies are issued, collected and accounted for in an accurate and timely manner.
Grade/Salary:	£22,000 - £28,000
Employer:	Bedford Group of Drainage Boards

Context

The Bedford Group of Drainage Boards manage surface water in the Upper River Great Ouse catchment, from North Oxfordshire, through Buckinghamshire, Milton Keynes and Bedfordshire to Huntingdon. We are actively involved in maintaining and improving watercourses and liaising with planning authorities about flood risk, sustainable drainage systems and development.

We are now looking for a Finance and Rating Officer to join our small friendly team.

Role and Responsibilities

- To implement and ensure compliance with and to support the development of policy and procedures and business standards.
- Daily accounting and transaction processing; including payroll, purchase ledger, sales ledger, nominal ledger, fixed assets, stock records, invoices, payments, time sheets, plant sheets, job costings and BACS processing, obtaining necessary authorisation.
- To produce account and VAT Reconciliations.
- Maintain a record of annual values and land transfers from rating land to Special Levy and raise rating demands.
- Produce Month End reports on outstanding rates.
- Registration and collection of Direct Debit payments.
- Dealing with ratepayer enquiries and queries.
- Allocation of ratepayer monies received to the account, dealing with any anomalies, or outstanding rates and preparing any ratings write offs for authorisation.
- Telephone, email, letters and processing other internal and external correspondence.
- Ensuring all sources and audit trails are properly maintained.

- Liaising with internal and external auditors, the bank, HMRC, ratepayers, and assisting with other audit or inspection requirements.
- Responsible for ensuring all drainage rates, consents charges, rechargeable works, development charges, and other charges / income due are invoiced and collected promptly.
- Assisting others in the Finance Department as and when necessary, especially during periods of holiday and sickness.
- Range of supporting admin duties which may include providing support to the engineering department.
- Undertaking any other work that may reasonably be required by the Principal Accountant or the Chief Executive Officer.
- To work as part of a team and contribute to establishing a high performing team recognising and promoting best practice, delivering consistent quality throughout the business.

Person Specification

Qualifications/ Experience

Essential

- Minimum of 2 years of general finance/accounts experience
- Experience in working directly with customers through phone and email correspondence
- Competent in Microsoft Excel and Microsoft Word
- Previous experience in the use of Sage 50/200 or similar accounting packages

Desirable

- Experience of working within an accounts payable and/or receivable function
- Experience in debt collection
- Experience in payroll

No qualifications are required however opportunity to learn and train for professional qualifications will be available for the right candidate.

Skills/Knowledge

Excellent written and oral communication skills, with a pleasant and confident telephone manner.

Can work independently and prioritise workload.

Can interpret information, procedures and guidelines.

Attention to detail and good clerical and administration skills.

Flexible, reliable and tactful, understanding the importance of confidentiality issues and the use of discretion.

Patient and helpful to budget holders. Customer service focused and aware.

Able to work accurately and at speed in a high-pressure environment.

Positive, enthusiastic and keen to learn.

Other Job Information (e.g. any special factors or constraints)

Occasional business travel.

Declaration and acknowledgement

I confirm that as of the date stated below the information in this job description is accurate and reflects the requirement of the role.

Please note the details of the job description will be updated should substantive changes to the role occur or be proposed.

Line Manager:	Nicole Souter
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Position:	Principal Accountant
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Date:	16/04/2021
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