

## Finance Analyst

Band C, Swindon, Billingham, and Newport

### What it's like to work in the General Ledger team within Finance Operations

We are a well-established and stable team with a supportive and friendly culture, entering a period of growth and transformation. We aim to continue to deliver a high-quality service in the processing of financial transactions on behalf of our Government clients. This could be anything from processing invoices to supporting an audit query. Whether you are starting out in your career or looking to build on existing experience, we will provide you with on the job training. We are investing in and growing our workforce, who we know will play a key role in supporting us to achieve our ambitions. In addition, we embrace a hybrid way of working which offers greater flexibility to our team members.

Our teams are made up of individuals with various levels of experience and from different working backgrounds. We have offices based in Swindon, Billingham and Newport and you can choose to work from the most suitable location for you.

You can work with us on a full time or part time basis with flexible start and finish times to meet our business needs, the core working hours are 08:00-17:00 Monday to Friday.

The teams across Finance Service Delivery process a range of financial transactions and ensure procedures and processes are followed to deliver a high-quality service to our clients

The General Ledger team deal with account reconciliation and reporting for a variety of areas including Cash and Bank, Payroll, Accounts Payable and Accounts Receivable, GRNI, Prepayment, Intercompany/Counterparty and Whole of Government Accounts.

### Key responsibilities

- Produce monthly balance sheet reconciliations for clients, presenting and analysing data using formulas and macros as appropriate to provide a comprehensive set of accounts.
- Create ad hoc adjusting journals as required to make any necessary corrections and provide advice to clients on preparation of journals.
- Carry out Counterparty coding and produce Whole of Government Accounts
- Ensure that all reconciling items are identified, documented and cleared within SLA by proactively working with clients and relevant internal departments.
- Take ownership of query resolution, providing support in escalation processes where appropriate and responding to clients and auditors in a timely manner.
- Manage own workload, prioritising as necessary to ensure that SLAs and deadlines are met.
- Ad hoc project work relevant to role and experience.
- Checking and approval of online banking payments.

- Attend meetings with stakeholders, both in person and online, to discuss accounts and resolve issues.
- Carry out training and take responsibility for writing and updating desk notes within own area of expertise.
- Create excellent working relationships with internal and external stakeholders
- Contribute to the efficient working of the team and to continuously improve processes and create efficiencies.

## Knowledge, skills, and behaviours

### Essential:

- Educated to GCSE level, including Mathematics and English, or proven ability to work at this level
- Good knowledge of Excel with experience of using basic formulas and macros.
- Understanding of how financial transactions flow through a business, and the double entry.
- Strong numerical and analytical skills with proven ability to work with financial information and present financial data.
- Methodical approach and proven attention to detail in a finance environment.
- Good organisational skills; ability to manage own workload and work to strict and tight deadlines under pressure.
- Ability to face challenges proactively and be comfortable and confident dealing with a diverse range of customers at all levels.
- Good team player but with the ability to work independently with direction

### Desirable:

- Knowledge and experience of Oracle
- Knowledge of working in a shared services environment
- Professional Accounting Qualification or comparable experience.
- Experience of presenting finance data

## Opportunities to develop.

We value our employees and recognise the importance of ongoing professional development in enabling you to fulfil your career ambitions, now and in the future.

At any level, we offer the opportunity to widen your skills and experience by applying for other roles within the Finance Services team and the wider organisation.

Our in-house expertise is vast, whether you are interested in learning more about a particular type of software, you need to work on your presentation skills, or you want to develop your ability to influence and negotiate skills, we will support you.

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We are UKSBS. We are creating a place where people love to work, a culture where we lead, we change, we deliver and we empower our people to be curious, take action and add value.

