

JENSONR +			
Job Description Number:	JRP-JDP-XXX	Version:	V1.0
Job Title:	Finance & Admin Officer	Effective: XX-XXX-2024	

Job Title: Finance & Admin Officer

Location: Barnstaple/Remote

Purpose of Job

- To work as part of the Operations Team to ensure that the department is as efficient and effective as possible whilst fully supporting the wider business
- To take ownership of some of the operational finance and administration tasks and ensure they are completed within the required timeframe and to the expected standard
- To assist the wider team with various finance tasks as required

Qualifications and Role Requirements

- Qualification in accountancy, business administration or similar (at A-Level or AAT or similar)
- Desire to work and develop professionally in finance and to undertake further studies
- Approaches tasks in a logical manner and enjoys data processing and analysis
- Ability to work remotely from immediate team, demonstrating competence and ability to work autonomously
- Ability to work unsupervised when required to solve problems and follow tasks through to completion
- Confident and willing to ask questions or challenge others if unsure
- Ability to pay close attention to detail to ensure a high standard of quality in handling and preparing documentation
- Driven to achieve deliverables within agreed timelines and able to identify priorities
- Ability to communicate effectively with clients and customers and to respond to enquiries promptly and efficiently
- Enjoys working as part of a small team who fully support and guide each other

Relevant Regulation and related issues

- Human Medicines Regulations 2012 and Statutory Instruments.
- Data Protection legislation.

Relationships

Responsibility to: Finance Team Leader

Direct Relationships: Finance Manager, Finance Officer, HRvTeam, Associate Director, Operations

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Indirect relationships: All other members of the Jenson Team

 Clients

 Customers

 Suppliers

Limits of Role

The post holder is not expected to authorise expenditure.

Main Duties and Responsibilities

- Entering purchase ledger invoices in Xero for all JensonR+ entities
- Managing the purchase ledger in Xero for all JensonR+ entities, ensuring that payments are allocated in a timely manner
- Reconciling the credit card accounts in Xero to the related expenses
- Checking and entering employee expenses in Xero for all JensonR+ entities
- Raise month end sales invoices based on the client billing allocation
- Regularly review timesheet entries and send chasers to wider business when required
- Keep the company’s organogram updated on the intranet and Teams accounts
- Manage the office administration for the Barnstaple office, such as handling mail, replenishing office supplies and organising courier collection of documents.
- Manage service provider contracts and renewals.
- Monitoring membership/subscription renewals.
- Tracking H&S tasks and maintaining records
- Hotel bookings and travel arrangements for staff.
- Assist with admin & IT requirements for new starters and other onboarding tasks as required.
- Archiving of data and files as per written Company procedure or guidance to ensure compliance and enable swift data retrieval.

General responsibilities

All employees of JensonR+ Ltd have a responsibility under the Health and Safety at Work etc Act 1974 to ensure their own and other’s safety whilst at work and to be aware and work within the framework of Jenson’s Health and Safety Policy and the associated Standard Operating Procedures.

Agreed by

Employee:

Line manager:

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Date:

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