



Role Profile

Post Title:	Finance and Support Officer
Grade:	AP2
Responsible to:	Senior Finance and Support Officer
Hours:	37
Location:	Head Office, 22 Quarry Road, Irvine, KA12 0TH

Job Purpose

Contribute to the provision of a Finance and Business Support function, in particular providing assistance on varied finance and support matters including the preparation of month and year end reports.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with Company priorities and in compliance with corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below:

Role Specific Tasks & Responsibilities

- Processing financial transactions and maintenance of the Company budgetary control system
- Assist in the preparation of annual financial statements
- Processing debtor and creditor accounts, completing reconciliations and various statutory returns
- Preparation and distribution of various statistical information and reports
- Provide finance and administrative support at Company meetings
- Administration of the Company membership scheme, e.g. manage payroll deductions for gym memberships, liaise with Legend Bureau for DD members
- Processing orders and administering the Company imprest
- Liaise with a variety of external bodies



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- Provide assistance to colleagues within the Support Team when required.
- Assist in seeking new ways to improve service delivery and challenge current practice to reduce duplication, bureaucracy and waste
- Use technology to innovate and improve Finance procedures as required.

A Better Life

KA Leisure is a trading name of North Ayrshire Leisure Limited

North Ayrshire Leisure Limited is a Company Limited by Guarantee No.202978 and a recognised Scottish Charity No.SC029780.
Registered Office: 22 Quarry Road, Irvine KA12 0TH; Tel: 01294 315120; Fax: 01294 315140; email: info@kaleisure.com;
www.kaleisure.com



ESSENTIAL/DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	<ul style="list-style-type: none"> HNC or equivalent in a relevant subject 	<ul style="list-style-type: none"> Degree or equivalent in a relevant subject 	<ul style="list-style-type: none"> Application Form Interview
Experience	<ul style="list-style-type: none"> Experience of working within a Finance environment Experience of Microsoft software packages 	<ul style="list-style-type: none"> Experience of preparation of annual financial statements 	<ul style="list-style-type: none"> Application Form References Interview
Specialist Knowledge	<ul style="list-style-type: none"> General Finance systems and processes 	<ul style="list-style-type: none"> Knowledge of accounting regulations and practices 	<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)
Skills and Abilities	<ul style="list-style-type: none"> Written and verbal communication skills Numerical skills and attention to detail Ability to work as part of a team Working to tight deadlines Organisational skills Ability to plan and prioritise workload Ability to solve problems and deliver workable solutions 	<ul style="list-style-type: none"> Commercial awareness 	<ul style="list-style-type: none"> Application Form References Interview
Other	<ul style="list-style-type: none"> Ability to work flexibly 		<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire for work purposes, meetings, training courses etc.



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