
Summary of Role

Job Title:	Finance Co-ordinator
Reporting to:	Build UK Office Manager
Hours:	24 hours per week (Part-time)
Location:	6-8 Bonhill Street, London, EC2A 4BX
Salary:	£24,000 (FTE £40,000) subject to experience
Application Deadline:	Friday 22 September by email to info@BuildUK.org including CV & personal statement setting out suitability for role

Build UK is the leading representative organisation for the UK construction industry. Bringing together Clients, Main Contractors, Trade Associations representing over 11,500 Specialist Contractors and other organisations committed to industry collaboration, Build UK represents in excess of 40% of UK construction.

Our small, friendly team is based in offices in Bonhill Street (EC2A 4BX) where we have a vacancy for a **part-time Finance Co-ordinator**. The successful candidate will be responsible for the day to day management of the financial aspects of Build UK and six related organisations, with a combined turnover of £1.8m, including the use of Sage and the preparation of management account information and reports.

About the Role

The role involves overseeing the sales and purchase ledgers, accruals, prepayments, fixed assets and bank reconciliations. The right candidate will be proactive and work closely with other members of the Build UK team and external accountants to ensure that accurate and timely financial information is recorded and reported.

You would be expected to develop an understanding of the business of Build UK and related organisations and be capable of providing detailed financial information for presentation to board directors and other stakeholders. You will be confident, have the ability to prioritise a busy workload, project a professional image and have excellent numeracy and bookkeeping skills.

Result Areas

- Up to date and correct financial information
- Detailed management account information and reports
- Well managed credit control
- Accurate and timely VAT preparation and submission
- Productive relationships with external accountants and auditors
- Active contributor to a highly motivated and effective team

Responsibilities

- Preparation of weekly bank reconciliations and ensuring adequate cash reserves are maintained
- Full control of sales and purchase ledgers, including:
 - inputting invoices into the finance system and ensuring their approval for payment
 - liaising with external suppliers and customers
 - formulating and setting up payment runs
 - filing invoices
- Preparation and submission of VAT returns
- Reviewing and posting staff and credit card expenses
- Processing membership and other sales invoices
- Supporting external accountants with the preparation of annual statutory accounts, including dealing with queries and posting journals to reallocate ledger entries
- Ensuring fixed asset register is up to date
- Preparation of various prepayments and accruals journals
- Preparation of management account information for review by Build UK management team
- Ensuring financial procedures and controls are fully up to date
- Statutory filings to HMRC & Companies House
- Any other ad-hoc tasks relating to the financial aspects of Build UK and related organisations

Knowledge & Experience

- Minimum of Level II Certificate in Computerised Bookkeeping or equivalent
- Experience of working with Sage50
- Excellent numeracy and bookkeeping skills
- Good written and verbal communication skills
- Attention to detail and ability to close out tasks
- Good organisational skills with experience of working in a small team demonstrating willingness to support colleagues and contribute to wider team activities
- Well-presented and professional approach

Build UK Core Values

- **Corporate Image** - Ensuring commitment and attention to detail with a particular focus on the consistent and professional appearance of Build UK at all times
- **Credibility** - Delivering honestly and effectively each and every time whilst having the confidence to say that more information is required before an answer can be given
- **Innovation** - Being prepared to take risks and make decisions that push traditional boundaries resulting in new and innovative projects and ways of working
- **Delivery** - Taking ownership and responsibility for tasks, preparing for all eventualities and seeing commitments through to the end
- **Team** - Playing to the team's strengths and providing encouragement and support to colleagues as well as debriefing effectively and learning lessons with a view to continuous improvement