

May 2019

Dear Applicant

RE: Finance Officer

Thank you for expressing an interest in the aforementioned position. Please find enclosed an Application Pack including Job Description and Person Specifications.

If you feel you demonstrate the necessary skills and attributes required to fulfil the criteria for the vacancy, we would welcome your application.

Should you wish to apply, please ensure your completed application reaches us by no later than 12noon on Thursday 23rd May 2019.

Please mark the envelope 'Private and Confidential' for the attention of Shaun Turner.

Interviews for the position will be taking place on Wednesday 29th & Thursday 30th May 2019.

Those candidates selected for interview will be notified, via email, no later than 5pm on Friday 24th May. Should you not receive any correspondence from us by this date then unfortunately you have not been selected for interview.

We look forward to receiving your completed application.

Yours Sincerely



Shaun Turner
Director

Toilets+ Ltd – Finance Officer

Surname		
First Name		
Address		
Post Code		
Date of Birth		
Home Telephone Number		
Mobile Telephone		
Email Address		
Do you suffer from any ongoing health difficulties? Please delete accordingly	YES / NO	
If YES, please give details		
If appointed what period of notice are you required to give your current employers?		
Please indicate your current salary		
Please give the names and addresses of two referees who can be contacted (only in the event of your being offered the position).		
Please state in what capacity they are known to you (i.e. Personal or employer, etc)		

I certify that to the best of my knowledge the above details are correct and understand that any offer of employment would be subject to satisfactory references. I also consent to Toilets+ Ltd making verification checks as appropriate (following the interview process).

Name _____ **Signed** _____ **Date** _____

Please return this form together with your CV and a covering letter stating why you are applying for the chosen position.

The closing date for applications is 12 noon, Friday 24th May 2019
Interview dates – Wednesday 29th May & Thursday 30th May 2019

All applications submitted will be treated confidentially, please return your application marked

‘Private and Confidential’ to:
Shaun Turner, Toilets+ Ltd, 32 London Road, Wymondham, Norfolk NR18 9JD
or via email to Shaun@toilets.co.uk

JOB DESCRIPTION

Title:	Finance Officer
Salary:	£18,500 – £21,500
Hours:	37.5 Hours per week 08.30 – 16.30 (including 30 minutes for lunch break)
Days:	Monday – Friday
Working Location:	Toilets+ Ltd Head Office, 32 London Road, Wymondham, NR18 9JD
Line Manager:	Managing Director

Toilets+ Ltd is the largest independent portable toilet company in the South East of England, operating across 7 regional depots. We have thousands of toilets on short and long term hire, which are serviced and restocked on a weekly basis, these are placed on a route according to location and routes are allocated daily with the delivery of new toilets and collection or end of hires.

Purpose of Post:

As our Finance Officer you will be an essential part of the administration team and will be responsible for the efficient management of all day-to-day financial administration of the company, ensuring that our daily ledgers reconcile.

Responsible for implementing and managing the necessary proactive processes to deal with all account related queries from our customers.

Manage the Company's Aged Debt process and ensure that all relevant customers have suitable payment facilities accessible and in date. Your role will also involve a wide variety of responsibilities including the placing, monitoring and reconciling of order payments with customers & suppliers, ensuring PO's are generated and authorised where relevant.

To be successful in this role you will need good energy, be a good communicator and have great interpersonal skills as a key part of your role will be to liaise with Customers, Hire Desk Manager, Office Manager & our Managing Directors.

Experience:

This would be a great role for an experienced finance administrator to take on a role with more autonomy. Successful candidates are likely to demonstrate:

- A level Maths or basic finance qualification such as AAT
- Solid Excel experience
- Previous experience of working in a finance administration role, ideally having used QuickBooks
- Excellent numerical skills, exceptional attention to detail and a methodical approach to record keeping
- Excellent written and verbal communication skills with the ability to explain financial information clearly
- Display a professional and conscientious attitude
- Be able to work well under pressure

Specific Duties:

Include the processing and control all day to day aspects of the financial operations of the company, including:

General Finance

- Process all accounting administration
- Process customer/supplier invoices
- Reconcile Contract Income
- Oversee Purchase Orders
- Manage Account Queries
- Manage and Reconcile Income Received via Cheques, Cash, BACS and Credit Cards
- Reconcile Petty Cash
- Manage our Age Debt Process
- Oversee our Cash Customers Accounts
- Managing Bad Debt
- Produce High Level Monthly Reports for the Managing Directors

IT:

- Use of QuickBooks
- Using our bespoke Hire Software to complete the necessary contract paperwork for reconciling order payments, credits and payment queries

Person Specification - Essential

- Experience in an accounts administration role
- Excellent interpersonal, communication and team working skills
- Good self-management of time and the ability to meet deadlines
- Experience of handling cash
- Ability to work independently and use of individual initiative
- Ability to work strategically with key partner organisations
- Good organiser and administrator
- Excellent Monitoring and Evaluation skills
- Diplomacy and the ability to deal appropriately with confidential information
- Ability to analyse complex data
- Ability to communicate the interpretation and analysis of data.
- Excellent administration and IT Skills (Excel & Word)

Person Specification - Desirable

- Significant experience of using QuickBooks accounting package
- Ability to identify and progress new business opportunities
- Negotiating skills
- Ability to deal with and manage conflict

Behaviours

- Ability to multi task
- Hard working
- Team player
- Good listener
- Problem solver
- A sense of humour
- Working to strict deadlines
- Developing Self & Others

Relevant Legislation and Company Requirements

Understand the duties carried out with regard to relevant legislation, policies and procedures including:

- Toilets+ Ltd.'s Health and Safety Policy
- Undertake such other relevant duties as may from time to time be determined by Toilets+ Ltd

This Job Description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities, accountabilities and skills, knowledge, experiences & behaviours might differ from those outlined and other duties, as assigned, might be part of the job. Toilets+ Ltd is committed to equality of opportunity and welcomes applications from all sections of the community