



<b>Role Title</b>	<b>Finance Transactional Support Officer</b>				
<b>Job Family</b>	<b>Finance</b>	<b>Sub Category</b>	<b>Transactional Finance</b>	<b>Grade</b>	<b>A2</b>
<b>Behaviours</b>	• Making Effective Decisions	• Managing a Quality Service	• Delivering at Pace		
<b>Purpose</b>	Process financial transactional data, efficiently and accurately.				

### Key Accountabilities

- Administer financial processes, which includes: Billing - setting up and maintaining projects, Accounts Receivable – Invoicing the Customer, Accounts Payable – paying supplier invoices and ordering/ issuing of corporate credit cards and mobile devices;
- Log customer disputes and follow these through to resolution;
- Develop and sustain effective relationships with key internal stakeholders and external customers to help facilitate the management of tasks

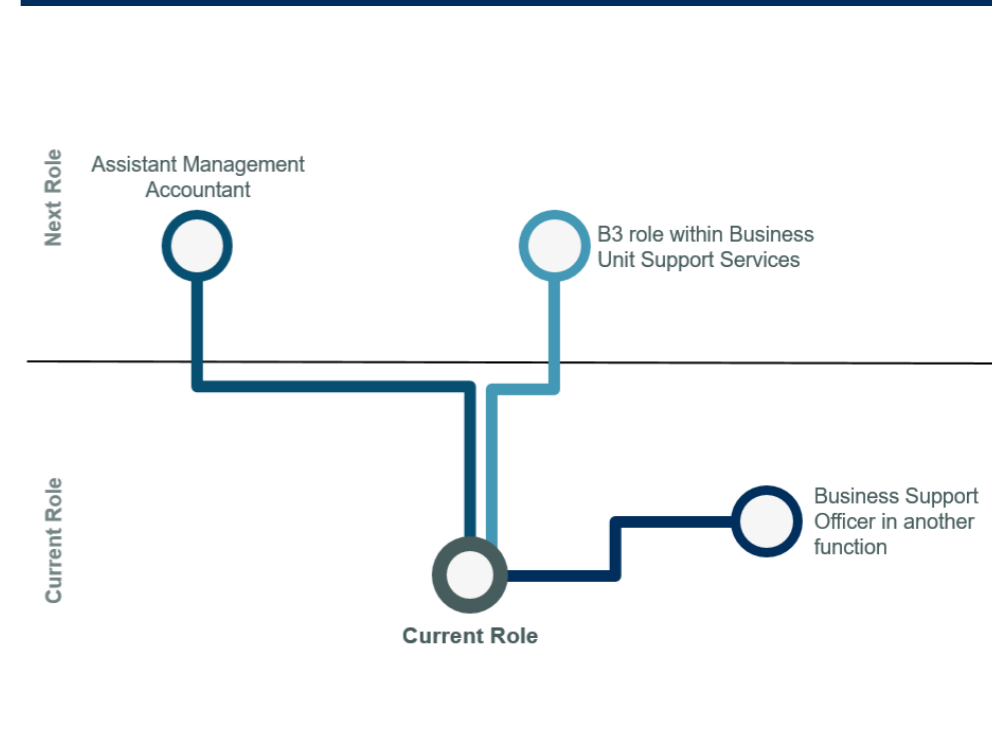
### Authority and Scope

- The accurate completion of allocated workload on a daily basis

### Internal and External Communications

- Regular interaction both internally and externally, predominantly for information exchange to facilitate the effective and timely undertaking of tasks

### Potential Next Career Moves



### Skills

- Analyse, interrogate and evaluate data;
- Microsoft Office Suite

### Qualifications, Knowledge and Experience

- Essential**
- Experience of working both within a team and individually;
  - Experience of working to tight timescales;
  - Experience of working from Instruction

- Desirable**
- An understanding of the interrelationship of various finance functions and processes which support the business;
  - Administrative experience within projects;
  - Previous experience of working within a financial transaction or environment;
  - Familiarity with PRISM, Oracle, or similar management information system