|  |
| --- |
| **Role Purpose:**  Provide financial administrative support to the Client Protection Directorate |
| **Outcomes:**   * Takes ownership for the processing and accurate posting in both AX and Doxis of payments (both Compensation Fund and Statutory Trust) * Systematically monitors and reconciles AX Projects for the Cost Recovery Team (CRT) * Manages queries from stakeholders in respect of payment timescales, managing expectations through liaison with Finance * Provides reconciliation of financial information relating to Client Protection through liaison with Finance colleagues * Monitoring of Cost Recovery Instalment payers * Assist the CRT Manager in dealing with other appropriate projects * Deliver 100% accuracy in data inputting within agreed timescales * Works collaboratively with internal and external stakeholders to ensure timely and accurate delivery * Proactively identifies areas for financial process improvement and makes proposals to management for implementation * Extrapolate and interpret relevant financial information and display in accurate written reports relevant to the audience |
| **Knowledge, Skills & Experience:**  **Essential**   * Knowledge of both sales and purchase ledger and able to demonstrate numeracy skills * Excellent customer service skills to both internal and external stakeholders * Excellent communication skills with the ability to express ideas clearly, verbally and in writing * Organised with the ability to prioritise a changing work load * Works effectively under pressure whilst observing targets and quality standards * Ability to work effectively as part of a team whilst managing own workload * Ability to use initiative, and resilience to work confidentially and reliably * Excellent IT skills, including Microsoft Products and Databases * GCSE English and Maths or equivalent   **Desirable**   * Working knowledge of AX Projects |