|  |
| --- |
| **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
 |