

## Job Description

<b>Job title</b>	Finance Executive - full time, 37.5 hours per week.
<b>Salary range</b>	£28,000 - £32,000
<b>Team</b>	Finance
<b>Site</b>	Not site specific
<b>Location</b>	Various, across HIL owned and operated sites
<b>Responsible to</b>	Head of Finance
<b>Effective date</b>	ASAP

### Job Summary

The role of the Finance Executive is to take ownership of day-to-day finance operations across the commercial property management and innovation consultancy departments of the business, ensuring all financial information is complete, accurate and available on a timely basis.

You will work closely with the Head of Finance and other departments to design and implement value-adding improvements to the finance function and how it works across the business. For the right candidate, opportunities will also be available to take on management responsibilities and contribute to the department's overall strategy.

You will be methodical and have high levels of attention to detail, while also demonstrating interpersonal skills and empathy, ambition, and creativity.

### Context

- Hethel Innovation Ltd (HIL)'s purpose is to deliver economic development in Norfolk. HIL is a limited company wholly owned by Norfolk County Council.
- HIL manages three enterprise hubs: Hethel Engineering Centre, Scottow Enterprise Park, and the Broadland Food Innovation Centre, all located in Norfolk.
- HIL also carries out innovation consultancy projects for businesses and public sector customers in the wider region, such as Agile methodology training, and the development of 'innovation platforms' looking to progress specific local opportunities.

### Other Job Information (e.g. any special factors or constraints)

- Full training support will be available for those studying for a relevant professional qualification.
- HIL offers perks and benefits to its staff including flexible and home working.
- The post holder will be expected to attend all of HIL's sites as requested by management and/or to attend key meetings

### Principal Duties

Taking ownership of day-to-day finance operations

- Sales invoice processing and credit control
- Resolving customer queries and reconciling their accounts
- Processing purchase orders, invoices and payments, liaising with suppliers as appropriate

- Reconciliation of bank and other key control accounts such as spending on capital works and publicly funded projects
- Preparation of management accounts, cash flow and other reporting
- Maintenance and periodic review of all finance documents, including customer and supplier standing data

Making use of your financial expertise to support others in the business

- Working closely with other departments on shared finance-related tasks, including credit control and procurement
- Supporting the budgeting and forecasting process, including liaising directly with department heads
- Preparing financial analysis and scenarios to assist management decision-making

Longer-term, developing into a management role

- Improving processes within the finance department and across the business as a whole
- Supporting the year end accounts and audit including responding to queries
- Measuring and ensuring delivery of key performance indicators for the department
- Research into new ways of working and dissemination of your findings, including training for relevant colleagues

Subject to performance, the role-holder will also carry out line management of junior colleagues.

### Qualifications

Essential	Desirable
<ul style="list-style-type: none"> <li>• AAT qualified and/or completion of first tier of ACA, ACCA or CIMA qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continued professional and personal development</li> </ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Working within an accountancy practice or finance department</li> </ul>	<ul style="list-style-type: none"> <li>• Office-based roles involving customer service</li> <li>• Working in an innovation consultancy and/or commercial property management environment</li> </ul>

### Skills/Knowledge

Essential	Desirable
<ul style="list-style-type: none"> <li>• Proficient in Excel</li> <li>• Bookkeeping and management accounting software e.g. Xero, QuickBooks</li> <li>• Ability to communicate effectively to non-finance colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Use of business intelligence systems such as PowerBI</li> <li>• Data analysis and statistics</li> <li>• Sustainability reporting</li> </ul>

### Attributes

- Methodical approach
- High levels of attention to detail
- Critical thinking and interested in solving problems
- Interpersonal skills and empathy
- Motivated and ambitious
- Creative and strategic-minded

**General Information**

- The job description details the main outcomes of the job and will be updated if these outcomes change.
- All work performed/duties undertaken must be carried out in accordance with relevant HIL policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The information in this job description is accurate and reflects the requirement of the role:

Line Manager: Aaron Hunter  
Position: Head of Finance  
Date: May 2023