



G4S TECHNOLOGY

JOB DESCRIPTION

Job Title: Finance Technician

Department: Finance

Reporting To: Financial Accountant

Liaison With: Other departments and external agencies

Overall Objective of Role:

This role requires an experienced Finance Technician able to provide data input and analysis support and key reconciliation of controls in respect of our UK and foreign subsidiaries. This will include regular liaison and co-operation with other members of the Finance Department and occasionally overseas staff.

The primary objective is to support the smooth operation, input and accurate maintenance of the General Ledger relating to G4S Technology and other subsidiaries.

KEY RESPONSIBILITIES

General Ledger

Preparation and posting of Journal Vouchers
Assist production of monthly accounts to 3 day timetable
Maintain schedules for the calculation of Prepayments and Accruals
Assist in preparation of Month end reports
Monthly reconciliation of all relevant GL accounts
Providing accounting analyses - both regular and ad-hoc
Production of Daily/Weekly reports

Accounts Payable

- Processing of purchase invoices (obtaining authorisation, coding , input and checking)
- resolving queries with suppliers
- Arranging payment of supplier invoices (via electronic banking facility)
- Posting Disbursements made in in UK, USA, and France
- Supplier statement reconciliations
- Investigation and resolution of debit balances
- Minimising unallocated cash
- Month end routines



Accounts Receivable

- Posting cash received per agreed allocations
- Minimising unallocated cash
- Regular analysis of ageing
- Month end routines

Inventory Ledger

Assisting in the input and checking of Inventory postings

Fixed Asset Management

Assist the accurate accounting and reporting of fixed asset movements.

Other

- Assisting other accounting functions as necessary
- Filing/archiving
- Ad hoc duties as required



PERSON SPECIFICATION

Job Title: Finance Technician

Department: Finance

Attribute	Essential	Desirable
Attainments / qualifications	Accurate and methodical Proactive and responsible Adheres to agreed procedures, but able to demonstrate initiative	Ideally qualified AAT, keen to progress with qualifications and looking to progress their career.
Previous experience / training	Previous experience in an accounting role. IT literate with Microsoft Excel / Access / Word experience	Experienced of foreign operations advantageous
Skills / knowledge	Keen to own and resolve issues Good communication skills Highly numerate Very good keyboard skills	
Personal skills	Personable Organised able to schedule workload Able to work as part of a team or under own initiative	