



BOWLS SCOTLAND FINANCE OFFICER JOB DESCRIPTION

Job Title:	Finance Officer
Office Base(s):	The primary base is the National Centre for Bowling in Ayr, however Bowls Scotland operate a flexible working policy with a combination of working from home and office is an option.
Key Relationships:	<ul style="list-style-type: none">▪ Bowls Scotland Staff▪ External stakeholders including government agencies and suppliers▪ Clubs▪ Volunteers
Job Purpose:	To support the delivery of the Bowls Scotland strategic plan by delivering high quality and efficient finance and budget management.

Key Responsibilities:

- Record all company financial activity on SAGE to provide accurate information for the purposes of producing management reports and filing annual accounts
- Manage and process purchase ledger and sales ledger transactions
- Maintain accurate record of supplier data in the financial system
- Maintain accurate customer data in the financial system
- Pro-actively perform cash collection by ensuring payments are received on-time
- Liaise with customers, suppliers, and banking contacts
- Act as the main point of contact for addressing any inquiries and questions related to financial operations
- Perform bank and petty cash reconciliations including credit card and cheque control accounts
- Process monthly accrual/prepayment and salary journals and other journals as required
- Responsible for sending statement of accounts, payment dues reminders, maintaining and updating accurate records of payment disputes, and liaise with staff and customers to drive timely dispute resolutions
- Gatekeeper for the application of financial process and procedures, ensuring that all financial transactions and expenses are approved at the appropriate levels
- Ensure financial process documents and procedures are maintained up to date at all times, and any changes tracked, documented, and approved
- Identify and implement process improvement within the finance function
- Support the implementation of technical enhancements within the financial system
- Manage and process secure online payments made via the online club and membership system (Stripe / GoCardless)

General

- Promote Bowls Scotland both within and out with the work environment.
- Uphold the organisation values of Bowls Scotland
- Draft reports and contribute to staff meetings as appropriate
- Maintain knowledge and adhere to the published Bowls Scotland policies
- Maintain own personal development records and ensure that interim review and annual appraisal documentation is signed off and lodged according to company policy and timescale

This list of duties is not exhaustive but outlines the main tasks of the role. This job description will be subject to annual review to reflect the needs of the Bowls Scotland.