

Transaction Services - Analyst

Job Code: RM01137

Role Purpose

This role supports in executing all finance transactional processes, maintaining the accuracy and integrity of financial ledgers.

The role holder ensures frontline operations run smoothly and effectively. The role is essential for achieving our broader mission and delivering impactful results.

The role consistently demonstrates and embeds the values and behaviours in daily work, contributing to a positive and inclusive culture.

Responsibilities

- Organise and prioritise the team's daily responsibilities and workload, ensuring deadlines are met.
- Review, validate, and complete financial processes, including journals, payment runs, and reconciliations.
- Manage and review unallocated receipts/payments, credit/debit balances, invoice queries, and aged debt, providing guidance on resolution or escalation.
- Advise on finance codes in line with the Agency's Chart of Accounts and financial delegations.
- Maintain accurate records for all tenants/customers and ensure recurring billing information is correct.
- Extract and import data from third-party systems and the finance core system.
- Compile and manage prompt payment statistics and aged debt profiles.
- Perform reconciliations, investigate, and resolve variances, including control accounts and other financial data.
- Provide support and guidance to agency colleagues regarding transaction processes, advising team members and other departments as needed.
- Build effective working relationships with other departments to maintain high service levels for customers.

Additional information

Qualifications, knowledge and experience

- Experience of finance within the public/ private sector.
- Experience in a fast paced environment where a flexible and adaptable attitude is required.
- Experience in solving problems as they arise and identifying opportunities for continuous improvement.
- Experienced in recognising potential issues and when they should be flagged to more senior colleagues.

Job Function / Family

Financial Control and Operations : We ensure that financial processes run efficiently, and that people can easily follow them, such as purchasing, income, cash and grant management, master data set up and processes that impact individuals directly such as expenses and payroll interaction.

Role Classification

Job Level

Level 14

Values and behaviour framework

All colleagues

Core behaviours that everyone within the organisation should aspire to achieve.

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Legend

- Low priority
- Normal priority
- High priority
- Not assessable

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