

POLICE:NOW

INFLUENCE FOR GENERATIONS

Job Title: Finance Coordinator
Location: London
Reporting to: Head of Finance
Contract Type: Permanent

About Police Now

Our mission is to transform communities by inspiring, recruiting and developing leaders in policing. We are working towards a day when every community, whatever the socio-economic background of its residents, can thrive without residents being fearful of crime and feel confident in the police service.

Launched in 2014, Police Now trains graduates with leadership potential to be inspirational police officers and outstanding crime fighters. Police Now is a rapidly growing start-up enterprise with over 80 staff, and as such we are looking for individuals to join the team who have an entrepreneurial, flexible style and will contribute effectively to the growth, professionalisation and leadership of this evolving organisation.

Everything we do reflects our values: Believe, Achieve, and Develop. For more information on the work we do and our values, please visit www.policenow.org.uk.

Your role

We are hiring a Finance Coordinator to support our internal operations and support the Head of Finance to process our transactional finance activity. You do not necessarily need specific experience of working in finance, but an enthusiasm for working with numbers and interest in following and improving processes and procedures is essential. You will enjoy working in a friendly and fast-paced team, working closely with a Finance Coordinator and the Head of Finance to ensure all financial transactions are processed effectively and finance activity enables the overall success of the social enterprise. Furthermore, this role will support the wider operations team to manage our office environment and internal processes which is a key role in enabling the productivity and happiness of staff. You will have responsibility for several administrative tasks, including:

- Processing timely and accurate payment of all suppliers, purchase ledger and expenses invoices.
- Preparing BACS payments for the Finance Coordinator to process.
- Processing all staff expenses in a timely and accurate manner, liaising with staff members to inform them of reimbursements.
- Processing and coding (as required) all supplier invoices to the accounting system, ensuring coded invoices are allocated to the correct codes
- Reconciling supplier statements and liaising with suppliers to clear all queries relating to their account.
- Assisting with updating and processing bank accounts and accurate monthly bank reconciliations
- Processing journals e.g. credit card journal and petty cash
- Ensuring the correct VAT recovery rates are used when processing and paying purchase invoices
- Assisting with checking credit card statements for coding, authorisation and ensuring all receipts are correctly attached and recorded on the system
- General oversight of contracts with partners and forces, and raising issues to Finance & our Data Protection Officer where required, including length of contract, termination clauses etc.
- General oversight of our large supplier contracts, property contracts and IT contracts
- Maintaining effective communication and ensuring that all information is shared with relevant staff

Who we are looking for

We need someone with energy, optimism, adaptability and a willingness to work in a fast-moving, innovative start-up. You will enjoy working with numbers, be computer literate and able to pick up new systems quickly with strong attention to detail and a great work ethic. You must possess a genuine commitment to improving public services and the Police Now mission, values and aims as well as a belief in personal responsibility. As a real team player, you will enjoy working with the various Police Now teams to understand their needs.

This is a full-time role, but willing to consider 4-days/flexible working arrangements

What you need

- Confidence working with numbers
- Willingness to learn how to use new systems
- Proficiency in Microsoft Excel, Word and Outlook; Access would be a bonus but is not essential
- Strong communicator
- Excellent attention to detail
- Strong organisation skills
- A friendly and respectful attitude towards colleagues and others
- A can-do attitude
- Flexibility in supporting colleagues
- Must be trustworthy and able to maintain confidentiality
- Commitment to Police Now mission

What you'll get from us

- Competitive salary of £22,000 - £28,000 dependent on experience
- Police Now's core benefits package includes 27 days holiday each year and participation in a pension scheme (with 5% employer contributions and 3% employee contribution)
- Flexible working options, including working from home and part-time arrangements
- The opportunity to work at a true start-up which has rapidly grown and help to scale Police Now
- A great team passionately working to build the next generation of leaders inside and outside policing
- A bright, airy, modern and buzzing office in Central London (Zone 1)

How to apply

It's simple. Send us a copy of your CV and a covering letter setting out why you want to work with us

Please note

This job description is issued as a guideline. It is not exhaustive, and we would be pleased to discuss any constructive comments you may have. Due to the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description and according to the needs of the organisation.

Please note

Applications will be screened as they are received and invited to interview accordingly. Police Now reserve the right to close the advert prior to the closing date, should a suitable applicant be appointed. Early applications are therefore encouraged.