

## Microbiology Society – Job Description for:

Job Title: Finance Officer (P/T)  
Reports to: Operations Manager  
Department: Operations  
Location: Charles Darwin House

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Our principal goal is to develop, expand and strengthen the networks available to our members so that they can generate new knowledge about microbes and ensure that it is shared with other communities. The impacts from this will drive us towards a world in which the science of microbiology provides maximum benefit to society.

### 1.1 Purpose

This is a great opportunity for someone looking to play their part to support our outsourced finance team (JS2) in the delivery of an effective and efficient financial operation with the business.

Reporting to the Operations Manager, you will have the responsibility for providing day to day central finance administration to all Society's stakeholders. You will act as the point of contact for all finance queries both internally and externally. Flexible to accommodate any other broadly related duties that may be allocated from time to time in response to internal and external changes.

### 1.2 Duties

Key responsibilities will include (but are not limited to):

- Processing invoices, credit notes, refunds, grants payments and expense claims - ensuring they are coded correctly and authorised for weekly batch to JS2; reconciled to finance spreadsheet and filed in a timely manner.
- Responding to finance queries from internal and external customers face to face, by phone and email - including our outsourced finance team.
- Providing details of sales invoicing to be raised and any urgent payments to JS2.
- Assisting with credit control and chasing debtors by monthly reminders.
- Updating payment and delegate or member information in the society's database including sending reminder emails and arranging phone calls as required.
- Monitoring and recording the incoming payments using sage software.
- Providing finance support for the payment helpdesk at our Annual Conference and other events.

- Ensuring monthly credit cards are reconciled and completed correctly by credit card holders.
- Assisting with annual audit and year-end preparation by providing details of any material expenditure not yet invoiced.
- Assisting with banking cheques and cash, and where required, provide cover for the Customer Service Representative in this regard.
- Assisting with the preparation and coding of monthly bank transactions report to JS2
- Supporting the Operations Manager with documenting and reviewing finance procedures to ensure they are fit for purpose.
- Participating in ad hoc tasks compatible with role to ensure the smooth running of business operations.
- Maintaining confidentiality always.
- Ensuring compliance with current data protection and GDPR legislation.

### 1.3 Person Specification

#### 1.3.1 Essential

- Minimum of two years' experience working in a finance role.
- Dynamic with good organisational skills and meticulous attention to detail.
- Confidence to use own judgment and ability to understand when escalation is necessary.
- Excellent customer facing skills.
- Good verbal and written communication skills.
- Experience of team working and evidence of ability to work with people at all levels and adapt communication skills to deal with each effectively.
- Ability to work collaboratively and cross departmentally.

#### 1.4 Desirable

- Knowledge of membership organisations.
- Experience working with a CRM (Dynamic) system and Sage Accounting software.