

Modus Operations Ltd - Job Description

Eco2Loco Limited

Job title	Finance Officer
Reports to	Finance Director (FD)

Job purpose

Solutions based, flexible and working in close partnership, provide financial and administrative support to the Senior Leadership and Management Team (SLT) and wider business.

Duties and responsibilities

Working closely with the SLT the roles main responsibilities are –

Banking

- Monitor, process banking transactions and
- Regularly reconcile the Company Bank accounts, Monthly and as required
- Preparation and regular updating of the Company cash flow forecast

Purchase Ledger Processing

- Control and monitor the set-up of Supplier / Purchase Ledger Accounts
- Process and prepare for payment Supplier Invoices

Sales Ledger Processing

- Control and monitor the set-up of Customer / Sale Ledger Accounts
- Raise Sales Invoices
- Monitor and in close liaison with the Business Development team ensure the prompt payment of the Company Sales Invoices.

Accounting

- Working in support of the FD, prepare the Monthly Management Accounts, and associated schedules
- Prepare and process journals as required, and
- prepare and process Accruals and Prepayments transactions as required
- Reconcile key accounts as required,
- Provide support to the FD in preparation of the Annual Financial Statements and their associated schedules.



- Provide support to the Annual Budgeting process as required.

General

- In close support of the SLT, responsible for the close working external relationships with Customers, Suppliers, and other Business Partners e.g., Credit Reference Agencies.
- Provide general administrative support and provide data and information to the SLT as required.

Qualifications and Experience

Education

- A good standard of education – Preferred
- GCSE English, Mathematics - Essential
- Part qualified Accounting Technician / Accountant - Preferable

Experience

- Experience of working in the logistics sector – Preferred
- Experience of working in a Finance Function – Essential
- Clear understanding of the role of Finance within a business - Preferable

Other Attributes

- Communicates effectively
- Ability to work under their own supervision
- Collaborative approach to their work
- A sense of accountability
- Committed to their immediate and their wider Team
- Promotes an optimistic and forward-looking approach
- Goals orientated

Direct reports

Not Applicable

Approved by:	Ian Waring Finance Director
Date approved:	30 September 2022
Reviewed:	30 September 2022