

We have an exciting opportunity for a Finance Officer to join our Central team, based in Plymouth. We are looking for an enthusiastic and motivated individual who is able to provide management accounting support to PDSE budget holders and the PDSE Management Team.

This is a full time position for 37.5 hours per week on a fixed-term contract until July 2022.

Peninsula Dental Social Enterprise (PDSE) are an award-winning Social Enterprise and Community Interest Company. We provide NHS treatment and outreach services to local communities in Devon and Cornwall and we work closely with the University of Plymouth's Peninsula Dental School to support the clinical education of its dental healthcare students.

As a social enterprise, we are a values driven organisation with a focus on patient-centred care and addressing local oral health needs.

This role includes:

- A salary of £26,357 per annum
- Generous holiday entitlement
- Access to an online CPD platform
- Additional CPD at our two company Away Days each year
- Access to the Scottish Widows pension scheme with generous employer contributions
- Access to our Employee Assistance Programme
- Access to our Cycle to Work Scheme
- Opportunities to contribute to company development through our dedicated 'Team Talk' channels

This post is subject to enhanced clearance from the Disclosure and Barring Service.

Please apply via this website or if you would prefer to submit a CV, you can submit this via our [website](#) or you can email us at [PDSE-recruitment@plymouth.ac.uk](mailto:PDSE-recruitment@plymouth.ac.uk)



**Role:** Finance Officer  
**Grade:** 5  
**Reports to:** Finance and Business Manager

### **Role Summary:**

Working as part of the Central Team providing management accounting support to PDSE budget holders and Management Team. Preparing financial information advice to enable PDSE to operate effectively. Ensuring that the information provided is accurate, timely and to appropriate accounting standards.

### **Key Accountabilities:**

- To provide financial information and advice to PDSEs budget holders. To meet regularly with these managers to review their spend in line with forecast and to identify any areas of concern
- To support budget holders in managing their budgets through provision of ad hoc reports and advice, discussing complex financial issues with them, suggesting alternative options and negotiating corrective action.
- To raise invoice request forms to ensure PDSE recovers all income due to it
- To work with budget holders to set draft forecasts consistent with the annual financial planning and forecast setting process. Responsible for analysing proposed forecasts and recommending alternative solutions where issues arise.
- To undertake variance analysis to support the on the Monthly Management Accounts and support with the narrative around these variances.
- Liaise with the University of Plymouth Finance Department to assist in the accurate reporting of financial information.
- Liaise with the University of Plymouth Finance Department to ensure that PDSE complies with the universities Financial Regulations and procurement policies.
- Provide Costings to the PDSE team for variance projects and initiatives.
- Assist members of the PDSE team in their understanding of these requirements.
- To support the administration of the monthly payroll.
- To support payment of staff expenses in a timely and accurate manner.

### **Measures of Success:**

- Successful delivery of key priorities and objectives agreed with manager and as a result of annual appraisal
- Deadlines for key Finance and other statutory or regulatory processes achieved
- Positive customer and stakeholder feedback

**Knowledge, Education & Training:**

- Education to degree level or equivalent work-based experience
- Part-qualified or studying towards professional qualifications or equivalent work-based experience
- Knowledge and awareness of accounting policies and procedures
- Excellent numeracy and literacy skills
- Computer literate including competence with Microsoft Office and ability to learn specific business systems

**Experience:**

- Experience of using a finance computer system (experience of Agresso/Unit 4 is desirable but not essential)
- Experience of providing costing information in the support of business case
- Working in a finance environment
- Working independently in a team environment
- Working in a professional service environment
- Using office IT systems

**Skills:**

- Excellent interpersonal, communication and presentation skills both verbal and written
- Customer service
- Attention to detail and accuracy
- Understanding of how internal processes can impact on organisational performance

**Behaviours:**

- Demonstrates Self-Leadership
- Develops self and others to deliver
- Leads and operates effectively in times of change and ambiguity
- Builds and secures value from relationships
- Drives innovation and action
- Creates and contributes to a shared vision
- Demonstrates sound business judgement

**Other:**

This job description provides a general reflection of the key accountabilities associated with the post, it is expected that the role holder will undertake any other reasonable activities to assist in efficient service delivery.

This job description is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and his/her manager.

Normal working hours are 0845 to 1700 Monday to Friday, however on occasions to meet business need you will be required to work revised hours, typically between 0800 and 1800.

The Working Time Regulations apply to all employees of Peninsula Dental Social Enterprise (CIC) In particular Peninsula Dental Social Enterprise (CIC) will not permit staff in all employments to work in excess of 48 hours in any one week except where there are exceptional service needs where an absolute limit of averaging over a reference period of 17 weeks would apply.