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**Senior Banking and Accounts Officer**

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| **Job grade** | **level-4** | **Reports to** | **Financial Accounting Manager** |
| **Directorate** | **Business Services**  | **Function** | **Finance** |
| **Contract**  |  **Permanent**  | **Location** | **Regent’s Park** |

**Responsibility for resources**

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| **Direct line reports** | **N/A** | **Responsibility for other resources** | **Confidentiality around business-critical information like cash /income and expenditure** |
| **Financial resources** | **N/A** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

This role will be leading the month end balance sheet reconciliation for cash, credit cards and intercompany accounts. They will be managing external relationships with payment card providers (WorldPay, AMEX, Adyan, Sumup, Nayax, Shopify) Trusts and Individual Donors.

A key part of the role is being accountable for the integrity, accuracy, and timeliness of all financial banking records, dispute resolution and continuous statement reconciliation of ZSL and ZEL’s bank accounts in a multicurrency environment to ensure the organisation income of £79 million is split between Grant’s, Debtors, Donations , Direct Debit income etc and all supplier and adhoc payments of £75 million are allocated correctly as well. They are responsible that all balance sheet accounts are accurately recorded, reconciled and reviewed monthly by FAM.

**Key responsibilities**

Responsibilities will involve but will not be limited to the following and time will be split on an ad hoc basis according to the needs of the business and as requested by the Financial Accounting Manager (FAM)

**Bank / General ledger**

* Responsible for uploading and coding of all bank transactions (multi-currency) on daily basis for The Zoological Society of London (Charity) and its commercial entity Zoo Enterprises Ltd including the correct VAT treatment of income and expenditure, recording of foreign exchange differences etc on currently eight live bank accounts.
* Responsible for allocating receipts & payments against invoices on the AR and AP ledger and correct coding of grant/sundry income and expenditure
* Responsible for monthly bank reconciliations of all bank accounts
* Responsible for control account reconciliations and allocation of transactions on control accounts for cash, streamline, all credit card providers, debtors’ suspense & CAF and Intercompany accounts.
* Leading the advice to Education, Fundraising, Marketing and IOZ around monies received and returned via bank transfers from Donors or via the DD’s route
* Monitoring cheque and CAF payments for un-cleared items and follow up .
* Investigate and seeing through to a successful resolution, any reconciling differences as and when they occur, ensuring any issues are settled in a timely and efficient manner and brought to FAM’s attention.
* Accountable for the preparation and posting of Cash and Cashbook journals from the bank accounts on a timely basis and hitting month end deadlines.
* Responsible for investigating unallocated receipts in suspense account and allocating these to the relevant income streams
* Ensuring effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this role and provide enhancements/ recommendations to FAM to safeguard that there are no auditor points raised
* Ad-hoc team duties as and when required (cross skilling)

**Cashier**

* Responsible for reconciling, reporting and resolving with the relevant departments any errors made in their processing of Tessitura/Futura transactions to strengthen the internal ZSL controls
* Provide back-up support to the cashier function and being able to provide effective holiday cover
* Able to investigate differences between Tessitura reporting and cash /cheques and credit card providers reporting
* Being able to complete the ZEL cashbook from the Futura reporting and the ZSL cashbook from the Tessitura reporting

**Person Specification**

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| Experience |

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| Essential | * Significant experience with bank accounts and balance sheet ledger reconciliations in a larger business
* Fraud aware and ensure that company processes are followed at any time
* Able to work autonomously, prioritise and work efficiently in a fast-paced but supportive environment.
* Ability to complete the role with minimal supervision, and know when to communicate issues to FAM.
* Create and maintain strong relationships both within the Finance team (including Procurement) and across the Society as needed to ensure the role is performed to the highest standard.
* Knowhow of planning and managing their workload and being able to prioritise work in order to meet deadlines in a calm and professional manner.
* Experience of reporting progress against targets in and effective and constructive way
* Understanding ZSL’s objectives and actively contribute to its achievement.
* Being cognizant of the wider business of the Society and how finance support its needs.
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| Desirable  | * Previous knowledge of Sun and Tessitura
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| Knowledge and skills |

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| Essential | * The ability to manage competing priorities confidently and competently.
* Excellent attention to detail
* Is able to demonstrate resilience and is supportive of the team and wider ZSL community goals and needs.
* The ability to handle confidential ZSL information professionally.
* ‘Can do’ mentality.
* Excellent communication skills and proven ability to work collaboratively with senior and junior colleagues and teams across various disciplines and locations, able to influence, engage and constructively challenge status quo when necessary.
* The post holder is expected to maintain effective stakeholder relationships.
* Strong ability to be flexible in terms of fluctuating workloads, urgent queries and regular mandatory tasks. Support the fulfilment of Finance KPI’s and the FAM with ad hoc tasks.
* Advanced skills in using MS office packages, specifically Excel and PowerPoint or equivalent software packages.
* Multi-currency experience is essential.
* Strong time management and prioritisation.
* Ability to decisively understand when to escalate an issue or problem to the line manager.
* Adherence to internal controls at all times
* Pursue continuous improvement, improving processes and controls and driving efficiencies.
* Tact and sensitivity are needed in the handling of sensitive staff data.
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| Desirable | * Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation, journals etc.
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| Additional requirements |

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| Essential | ***Describe the extent to which the job is subject to different working conditions.*** * This post is a blended role for office and home working, current split 2 days office /3 days from home.
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
* To comply with and promote Health and Safety policies and procedures.
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