



Finance Officer

**37.5 hours per week based at Sci-Tech Daresbury and home working
Salary £24,000-£28,000**

With energy costs constantly rising and climate change affecting us all, low-carbon technology has an increasingly bigger role to play in the future of UK energy.

We're here to ensure it's a positive one.

Since 2008, MCS has become the recognised standard for UK products and their installation in the small-scale renewables sector. MCS is a mark of quality. We create and maintain standards that allow for the certification of low-carbon products, installers and their installations, used to produce electricity and heat from renewable sources.

An exciting opportunity has arisen within the MCS finance team to support the Finance Managers and Group Finance Director in managing the finances for both MCS and the MCS Charitable Foundation.

MCS experienced its most successful year to date in 2021 and we are building on that strong foundation in this year and beyond. Our finance function is at the heart of our operations; helping us to fund the vital work that we do across the renewable energy sector.

JOB DESCRIPTION

Post Title:	Finance Officer
Reports to:	Finance Manager
Location:	MCS offices at Sci-Tech Daresbury and Home Working
Contract:	Full-Time - 18-month fixed term contract
Salary Range:	£24,000 - £28,000

Role and responsibilities

Financial responsibilities will cover both the charitable holding company and the trading subsidiary, key responsibilities include:

- Raising of sales invoices
- Purchase invoice processing and the allocation of payments on the purchase ledger, along with periodic reconciliation of supplier statements.
- Processing weekly purchase invoice payment runs.
- Processing of employee expense claims
- Overseeing the MCS Finance inbox ensuring all requests are actioned/escalated/directed to the relevant person or team.
- Weekly current account and credit card bank reconciliations

Person specification

Knowledge <ul style="list-style-type: none">• Previous experience in a Finance Officer role.• AAT qualified.	Essential Desirable
Skills <ul style="list-style-type: none">• Great attention to detail with strong IT skills, particularly accounting systems.• Experience in Xero.• Strong oral and written communication skills• Self-motivated and organised with ability to manage conflicting priorities well to meet deadlines	Essential Desirable Essential Essential
Behaviour <ul style="list-style-type: none">• Confident in written and verbal communications, with exceptional attention to detail• Can do attitude and open and ready to support the team• Anticipate needs before they arise	Essential Essential Essential

To apply please submit a cover letter outlining how you meet the person specification (no more than 2 sides of A4) and your CV via email to: mcsfinance@mcs-certified.com

Successful applicants will be invited to interview