



Job Description

Post Title:	Finance Officer
Salary:	£24,500 pro rata plus up to 4% pension contribution
Location:	Borough of Broxtowe
Hours of Duty:	18 hours per week
Responsible to:	CEO
Purpose of the post:	To provide comprehensive financial management support services to the CEO and Senior Management Team. To manage all financial transactions using QuickBooks software tool. To prepare, analyse and interpret monthly financial and cashflow reports and highlight all significant variances to budgets. To prepare annual budgets and obtain signoff and to provide financial data for funding reports.

Responsibilities

1. Responsible for the financial management and support in a small, busy team and to assist the CEO in their capacity of overseeing the charity's financial management.
2. Have a flexible approach to the duties set out below, with due regard given to the post holder's skills and experience, and the particular needs of the charity at any one time.

Duties

Finance

- a) Maintain and regularly update financial recording systems to include income/expenditure accounts, budget allocations and maintain QuickBooks, and Excel records and reports.
- b) Assist the CEO and SMT to make informed financial decisions by preparing draft budgets, management accounts and forecasts for the organisation as a whole.

- c) Monitor and review financial performance each month against budget. Prepare monthly cashflow forecasts and show projected cash inflows and outflows, by individual funder, covering the financial year. **This involves a number of complex MS Excel spreadsheets.**
- d) Ensure any potential over/underspend in project budgets is identified in a timely manner to the attention of the CEO and the Trustee Funding & Finance subgroup.
- e) Provide financial information for funding proposals, funding applications and end of grant reports.
- f) Be responsible for the banking and disbursement of cash to include the payment of volunteer expenses.
- g) Maintain the petty cash system, oversee payments, and receive deposits. Ensure purchase orders are produced in compliance with relevant policies.
- h) Manage an efficient and effective payroll process. Liaise each month with third party providers over payroll and pension arrangements.
- i) Undertake the reconciliations of monthly bank statements, petty cash and management reports.
- j) Ensure compliance with charity and company financial legislation and procedures, discussing any concerns with the CEO and Funding & Finance subgroup as appropriate.
- k) Ensure invoices/payment/payroll data are stored correctly on SharePoint and QuickBooks as appropriate, and uploaded onto the online banking payments to be authorised by CEO.
- l) Liaise with external Independent Examiners to ensure the annual accounts are produced in a timely and efficient manner for the Board's approval.
- m) Work with the CEO, team members, and the Board of Trustees as required.
- n) Follow BWP financial control policies and ensure that internal financial policies and procedures are up to date and relevant. This will include drafting updates for the approval of the CEO and Board of Trustees.

Office Management

- a) Joint responsibility (along with the Admin Officer) for:
 - Managing the purchase order process.
 - Ensuring the effective use of the resources, equipment and that the Asset Register is accurate and reflects current allocations.

- Ensuring insurances and all compliance and legislation requirements are met, in accordance with internal policies and procedures.

b) Communicate effectively internally and externally

c) Carry out any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated by negotiation into the Job Description in specific terms.

Person Specification

Technical/Specialist Skills	Essential	Desirable
Educated to GCSE level or equivalent	E	
AAT qualification or equivalent experience across all aspects of financial management		D
Excellent working knowledge of MS software - particularly Excel	E	
Good office management/coordination experience		D
Experience of producing Annual Accounts		D
Significant experience of producing budgets and monitoring them	E	
Experience of monitoring and forecasting project finances		D
Significant experience of producing cashflows and financial reports	E	
Experience of reporting on grants and funding proposals		D
Experience of preparing payroll data for submission to third party providers		D
Significant experience of posting purchase/ sales ledger invoices	E	
Experience of managing a purchase order system		D
Expert understanding of Excel Spreadsheets	E	
Experience of liaising with external Independent Examiners		D
Experience of bank reconciliations	E	
Experience of Accounting software packages – especially QuickBooks	E	
Good communicator (written and oral)	E	
Experience of working in a small business environment		D
Experience of producing BACS transactions	E	
Personal Attributes		
Honesty and integrity	E	
Analytical and methodical, with a high degree of accuracy	E	
Highly organised and self-motivated; able to plan and undertake work on your own (or with limited direct supervision)	E	
Able to prioritise a diverse workload, meet tight deadlines and use own initiative	E	
Able to rapidly assimilate information and adapt to a changing environment and priorities	E	
Friendly and approachable, able to work effectively as a member of a team	E	

Able to manage potential conflicts by dealing with people in a calm and professional manner	E	
Interpersonal skills, flexibility of approach, drive, and enthusiasm	E	
Ability to communicate effectively and professionally	E	
Confident with dealing with external stakeholders		D
Willing to attend staff and board meetings out of hours	E	
Equal Opportunities		
Commitment to diversity and inclusion practices and policies	E	
Training		
Willingness to participate in CPD	E	
Take any training courses relevant to the job	E	