

Age UK Bournemouth, Poole & East Dorset

Job Description

POST TITLE:	Finance Officer
SALARY SCALE:	£12,153 actual (£32,120 FTE)
HOURS:	14 per week Monday & Tuesday (Office & Remote Working) 9-4pm
LINE MANAGER	Chief Executive
RESPONSIBLE TO:	Chief Executive and Executive Committee of Age UK Bournemouth, Poole & East Dorset
LOCATION:	Hybrid working available but must be able to attend the office at 700 Wimborne Road, Bournemouth BH9 2EG on Mondays.
PURPOSE:	The role is responsible for administering the charities financial activities, ensuring accuracy, compliance and efficiency. The role involves preparing and maintaining financial records, invoicing, processing transactions, reconciling accounts, and liaising with external stakeholders such as banks and suppliers. The role will also assist in preparing account data for annual audits

1) Main Tasks

- Reconciling all financial transactions onto Sage One online
- To maintain up to date financial information for the charity & provide monthly reports
- Provide finance information to funders as and when requested
- Bank and other Balance Sheet reconciliations.
- Preparation of monthly debtors list
- Journal and accrual processing
- Grant and restricted fund tracking

- Dealing with annual reporting process and independent examiners.
- Assist with annual budget preparations and forecasting
- Work with the Management Accountant and provide relevant information when required
- Produce invoices as and when required
- Pay supplier invoices as and when required
- Attend financial meetings as and when required
- Liaise with the Business Support Manager regarding relevant financial paperwork and collation of bookwork

General

- To undertake all necessary training.
- Actively contributes to a positive, collaborative team environment.
- To adhere to all Age UK BPED policies and procedures.
- To undertake any other reasonable duties as requested by your Line Manager, Chief Operating Officer or Trustees.

The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the organisation, and in keeping with the general profile of the post.

Person Specification

Finance Officer

	Essential	Desirable	Evidenced by
Relevant qualifications for example ACCA, ACMA, CIPFA, CIMA	x		Application/interview/references
Experience and good knowledge of sage accounts	x		Application/interview/references
Experience and confidence in using Microsoft Excel and other Microsoft platforms	x		Application/interview/references
Experience and understanding of audit process	x		Application/interview/references
Be accurate, meticulous, and used to working to strict deadlines	x		Application/interview/references
Previous experience working in a charity or non-for-profit organisation	x		Application/interview/references
Excellent oral and communication skills	x		Application/interview/references
Experience of providing accurate and timely information to a high standard	x		Application/interview/references
Excellent organisational skills	x		Application/interview/references
Ability to deal with competing priorities	x		Application/interview/references
Strong analytical skills	x		Application/interview/references
Flexibility	x		Application/interview/references
Good time keeping	x		Application/interview/references
Reliable & honest	x		Application/interview/references
Ability to keep confidentiality	x		Application/interview/references

Age UK Bournemouth, Poole & East Dorset values diversity and inclusion and welcomes applications from candidates with diverse backgrounds. We are committed to providing a workplace free from discrimination or harassment and where individuals of all backgrounds, identities and abilities feel valued, respected and empowered.