

# **Age UK Bournemouth, Poole & East Dorset**

## **Job Description**

<b>POST TITLE:</b>	Finance Officer
<b>SALARY SCALE:</b>	<b>£30963 FTE- £13,397pa (actual)</b>
<b>HOURS:</b>	16 hours per week
<b>RESPONSIBLE TO:</b>	Chief Executive and Executive Committee of Age UK Bournemouth, Poole & East Dorset
<b>RESPONSIBLE FOR:</b>	Accounts Assistant
<b>BASED:</b>	700 Wimborne Road Winton BH9 2EG
<b>PURPOSE</b>	To provide the Chief Executive and Board of Trustees with up to date information regarding the financial status of the charity.

### **1) Main Tasks**

Data input into Sage One online to maintain up to date financial information for the charity.

Production of annual budgets, forecasts and re-forecasting where required.

Monthly management accounts to show actual results against budget and forecast.

Production of financial information to support grant applications and ongoing reporting to grant and other funding providers.

Bank and other Balance Sheet reconciliations.

Preparation of invoices.

Ensuring debtors and creditors are paid on time.

Be responsible for the maintenance, development and improvement of financial systems and procedures. These must be appropriate to the

current and changing needs of the organisation and the requirements of external bodies, and to ensure that these systems and procedures are operated efficiently and effectively, identifying priorities and delegating tasks as necessary.

Oversight of cash and banking.

Gift aid claims.

Dealing with annual reporting process and independent examiners.

Prepare and produce all payroll information that is required each month and pass relevant information to the Chief Executive

Attend Finance Committee meetings as and when required

Be responsible for the Account Assistant

Comply with all Age UK Bournemouth, Poole, and East Dorset policies,

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.

### **Essential Criteria**

2 or more years experience

Be accurate, meticulous, and used to working to strict deadlines.

Experience of Sage One online

Knowledge of Charity SORP and Companies Act and experience of fund accounting.

Experience of setting budgets, forecasting and cashflows.

Excellent IT skills such as excel.

Ability to produce management accounts.

### **Desirable Criteria**

Experience of all aspects of PAYE

Experience of partial exemption VAT

Previous line Management experience