

Job Description

Senior Finance Officer

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| **Job Title:** | Senior Finance Officer |
| **Hours:** | 28 hours per week split across 4 days |
| **Tenure:** | Permanent |
| **Location:**  | Remote working/John Jackson Library, Agricola Place, Enfield EN1 1DW |
| **Responsible to:** | Director of Finance |

**Job Purpose**

To lead on the management and maintenance of the purchase, cash and nominal ledgers. Process financial transactions, data entry, reports and filing using Xero and Microsoft Excel. Complete all monthly accounting tasks up to production of management accounts.

**Main Duties**

* Process all financial transactions using Xero and make payments using online banking
* Work with other team members to ensure client invoices are raised and accounts settled
* Reconcile supplier invoices and statements
* Undertake monthly bank reconciliations
* Prepare monthly and quarterly management reports providing analysis of variances and produce other ad hoc reports as required
* Support the Finance Director in preparing year end statutory accounts and assist with year-end audit.
* Process monthly payroll and update pension scheme contributions
* Maintain and update financial systems and procedures ensuring an appropriate system of internal control
* Ensure high standards of financial probity across Age UK Enfield

 **Other**

* Occasional attendance at Board meetings, and other meetings as required.
* Attending and participating in any training or development required to ensure personal and professional development.
* To work in accordance with all Age UK Enfield’s policies and procedures.
* To work towards supporting the organisation in maintaining at Quality Standards.
* To attend employee, team and supervision meetings as required.
* To ensure good working practice to prevent abuse of vulnerable adults in line with AUKE’s Policy and local guidance.
* Any other duties as required to facilitate the smooth running of Age UK Enfield

This job description is not exhaustive and outlines the key responsibilities.

**Person Specification**

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| **Skills/Experience** | **Essential**  | **Desirable**  |
| AAT Level 3 Qualified or Qualified by Experience bookkeeper  | x |  |
| Experience of charity finance and understanding of the Charities SORP | x |  |
| Excellent knowledge of and experience of using Xero and Excel.  | x |  |
| Payroll experience  |  | x |
| Experience of using Charity Log (CRM database) |  | x |
| Strong analytical skills | x |  |
| Excellent time management | x |  |
| Self-motivated, well organised, and able to manage own workload.  | x |  |
| Strong attention to detail | x |  |
| Ability and willingness to work as part of a team | x |  |
| A commitment to the values and objectives of the charity, particularly those related to equalities, diversity and accessibility. | x |  |
| Willingness to work within Age UK Enfield’s policies including Data Protection, Confidentiality and Safeguarding | x |  |