

**Job Description & Person Specification**

<b>JOB TITLE</b>	IT, Finance and Resources Officer
<b>HOURS</b>	35 hours per week, with occasional evening and weekend work

**Age UK Kensington & Chelsea Values**

We promote the well-being of older people through:

- Providing services which support the independence of older people
- Learning from this experience to inform our understanding of older people's needs
- Ensuring the voice of older people in Kensington & Chelsea is heard
- Working in close collaboration with other organisations to achieve these aims.

**Job role and purpose**

Reporting to the Director of Finance and Resources, you will be responsible for providing a full range of IT support and financial support and guidance to the organisation.

The position will involve handling the organisations IT requirements as well as financial data, making various payments and working closely with other teams.

**Key tasks**

**1. Financial**

- Undertake the day-to-day input of transactions onto the Sage accounting system and the maintenance of financial records in line with AUKC's financial regulations and statutory requirements.

<ul style="list-style-type: none"> <li>• Raise invoices for service provision, Credit Control and report any build-up of debts to Line Manager and/or service provider manager</li> <li>• Process supplier invoices to the purchase ledger and make supplier payments in a timely manner.</li> <li>• Maintain the imprest petty cash system.</li> <li>• Ensure that all nominal ledger control accounts are reconciled monthly, (e.g.: Bank statement, Credit cards statements, Payroll etc.) and follow up any queries or differences.</li> <li>• Set up and maintain Direct Debit payments</li> <li>• Update the fixed asset register.</li> <li>• To liaise with all internal departments and externally with suppliers and clients clearly.</li> <li>• To ensure that invoices for service provision are despatched on a timely basis</li> <li>• Assist with the preparation of the year end statutory accounts ensuring they comply with the SORP, and the audit schedules and pack for the charity.</li> </ul>
<p><b>2. IT</b></p>
<ul style="list-style-type: none"> <li>• Providing support, including procedural documentation; supporting the roll-out of new applications including moving away from a server-based system to a cloud-based framework</li> <li>• Be the central source of expertise on the organisations IT systems and processes and be the first point of contact for external suppliers on IT issues;</li> <li>• Manage the organisations licensing requirements for all IT applications;</li> <li>• Direct and control the organisational databases and management information requirements</li> <li>• Oversee the functioning and upgrading as required of the central CRM database</li> <li>• Maintain the organisations information system and system security requirements</li> </ul>
<p><b>3. Facilities</b></p> <ul style="list-style-type: none"> <li>• Assist with the general upkeep of facilities</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>

<b>4. Payroll</b>
<ul style="list-style-type: none"> <li>• Processing payroll data each pay period in a timely and accurate manner, including processing statutory payments and running monthly payroll reports.</li> <li>• Liaising with other departments on payroll matters and dealing effectively with related queries from employees.</li> <li>• Issuing payslips, P45's / P60's to employees and other relevant payroll information.</li> </ul>
<b>5. Other duties</b>
<ul style="list-style-type: none"> <li>• Assist budget holders in dealing with budget related queries</li> <li>• Carry out any other duties as may be required by the Director of Finance and Resources and other senior officials.</li> </ul>
<b>6. Contribution to the general running and ethos of Age UK K&amp;C</b>
<ul style="list-style-type: none"> <li>• Providing support to the organisation of events.</li> <li>• Participating with other staff in ensuring the involvement of users in the planning and development of services as appropriate.</li> <li>• Ensuring service users are referred to, and access, other Age UK K&amp;C services as needed.</li> <li>• Abide by all Age UK K&amp;C's policies and procedures, and staff handbook.</li> <li>• Undertake any other duties that may from time to time be reasonably required.</li> </ul>

<b>Person Specification</b>
<p>You will have relevant experience of working in a charity sector finance function.</p> <p>You will have the ability to manipulate large volumes of financial data, be an effective communicator with internal and external individuals and be proficient in the use of IT packages such as Sage Line 50 and Microsoft office suite. The roles will suit individuals who are passionate about Social care provision and proactive advocates for improvements in financial management.</p> <p>You will be responsible for supporting the smooth running of the office on a day-to-day basis. This will include financial administration, payroll administration, maintaining records and documentation, collating and analysing data.</p> <p>You will have excellent interpersonal skills and attention to detail, have a positive outlook and be able to prioritise and multitask.</p>

**Essential - the successful candidate must have:**

- Minimum qualification - AAT, part qualified Accountant or a degree in Accounting or Finance and IT.
- Experience of working within a charity finance environment.
- Practical experience using an Accounting and Payroll system such as SAGE.
- Considerable working knowledge of and experience in IT systems and processes.
- Good knowledge and experience in the various software applications
- Confidence and gravitas in working with IT and facilitating its application across the organisation.
- Excellent communication skills.
- Good organisational and time management skills, with experience of working to deadlines.