

J O B D E S C R I P T I O N

Finance Officer

1. SUMMARY

The Finance Officer will support the effective and efficient running of Age UK Plymouth's finance function. This role is responsible for ensuring accurate financial processing, maintaining high-quality financial records and supporting budgeting and reporting cycles.

2. PRINCIPAL RESPONSIBILITIES

- a) Be responsible for producing sales invoices, actioning posting of receipts to the sales ledger, administering the months direct debit collection, and managing credit control by monitoring aged debtors, producing reports, and assisting in the collection of outstanding money, resolving issues with relevant managers as required.
- b) Be responsible for the posting and payment of purchase invoices, ensuring all payments have appropriate documentation and authorisation, and communicate with managers to ensure accuracy and timely processing
- c) Manage petty cash processes, maintain accurate records and petty cash payments into the accounts system.
- d) Post bank statements to Sage and monitor and reconcile the bank holding accounts on Sage.
- e) Support the management of restricted funds, charitable fund and grant income tracking, making sure any mis posts or overspends are identified and dealt with.
- f) Support the management of internal payroll processes and administration linking with HR.
- g) Be responsible for weekly banking including the actual bank run and manage any problems that might arise
- h) Input data to spreadsheets, processing data from CRM system, update reports for invoicing, banking and reporting of client data
- i) Manage payments made to external services such as footcare in a timely fashion.
- j) Take payments over the phone and in person.
- k) Supervise and action the finance@ inbox for Age UK Plymouth, responding to enquiries and escalating where appropriate.
- l) Support budgeting and forecasting process by gathering and validating financial data.
- m) Provide cost analysis and financial summaries when requested.



- n) Undertake any other tasks appropriate to the post as advised by the Head of Finance, such as posting monthly journals, administering pension contributions and the preparation of management accounts and reports.

3. GENERAL RESPONSIBILITIES

- a) Ensure that at all times the greatest care is taken in the maintenance of the confidentiality of records and information relating to the business, staff, volunteers and clients of Age UK Plymouth (in accordance with the Data Protection Act and Charity policies)
- b) Comply with the Charity's Health and Safety policies and other relevant policies and procedures as contained in the Employees Handbook and as appropriate to the post
- c) Assist and take part in the Charity's profile raising and charitable events
- d) Undertake any training considered appropriate to the post

4. UNDERTAKING

I understand and accept my responsibilities, and the Conditions of Service for the post of Finance Officer.

Signed _____

Date _____

Name _____
(Please print)