

## **FINANCE OFFICER JOB DESCRIPTION**

<b>Job Title:</b>	<b>Finance Officer</b>
<b>Reports to:</b>	<b>Finance Manager</b>
<b>Hours:</b>	<b>Part Time 30 hours per week</b>
<b>Salary:</b>	<b>£21,500 - £24,500 per annum pro-rata (dependent on experience)</b>

**Subject to successful DBS Check and references**

### **Job Purpose and role:**

The Finance Officer is responsible for supporting the maintenance of financial and administrative services working closely with the Finance Manager and job share Finance Officer in order to meet legislative requirements and to support the operations of Age UK Portsmouth (AUKP). These duties include but are not limited to Sage Accounts functions, assisting with payroll and employee records.

### **Responsibilities**

Reporting directly to the Finance Manager (remote), the Finance Officer will support and assist the Finance Manager, to ensuring the smooth running of Finance Department operations. The Finance Officer will job share with a second Finance Officer, and within guided remit, in the absence of the Finance Manager ensure that effective methods are put in place ensuring that all employees and company processes run to maximum efficiency and to cover the finance department duties when required.

### **Duties (this list is not exhaustive)**

- Process daily post and assist in the management of the Finance email account
- Regular posting of purchase and sales ledger entries to Sage Line 50 Accounts including managing incoming queries
- To be responsible administration of the four-weekly payroll
- To be responsible for the administration of the monthly payroll
- Maintain the fixed asset register
- Month and year end procedures
- Petty Cash Payments including reconciliation
- Raise payments (cheques or NatWest BACS though Bankline)
- Regular banking of cash, cheques, donations etc.
- Raising invoices for monthly support services and projects
- Allocation of payments within cashbook
- Credit control and chasing debtors
- Establish, maintain and reconcile supplier and customer accounts
- Raising Purchase orders
- Process supplier and customer delivery notes and invoices ensuring goods received prior to payment
- Coding of supplier invoices and obtaining the necessary approvals
- Prepare monthly journal summaries – including occasional adhoc journals when adjustments to accounts are required
- Manage and administer the service user Direct Debit process
- Respond and deal with telephone and email enquiries relevant to the Finance Department including taking service user payments
- Maintain financial files and spreadsheet records

- Manage the filing, storage, archiving and security of documents meeting all Data Protection requirements and responsibilities
- Support the development, production and implementation of Finance process documents
- Monthly credit card reconciliation
- Ensure the safeguarding of all AUKP finances via the implementation and adherence of financial policies and procedures
- Perform other related duties as required
- Work to deadlines when required
- Reconciliation of Control Accounts
- Facilities Management Contract, obtaining quotes and ensuring renewals

## **Knowledge**

The Finance Officer must be knowledgeable in the following areas:

- Proven experience of working in a Finance Office
- Proven **expertise** with computerised accounts systems, preferably Sage Line 50 and Sage Payroll
- Efficient office administration and providing support to the Finance Manager and Finance Officer
- Charities Commission and Companies House requirements
- Highly proficient computer skills including in-depth knowledge of Excel and major Microsoft programs
- AAT Level 2 (minimum), GCSE English and Mathematics or equivalent
- Good editing, data collection, record keeping with extensive analysis skillset

## **Personal Attributes**

The individual must maintain **strict confidentiality** in all aspects of performing the duties of the Finance Officer role to include absolute discretion concerning information shared with peers and colleagues. The Finance Officer must be able to demonstrate the following attributes:

- Be honest and trustworthy
- Be respectful at all times
- Be able to communicate well at all levels.

## **Work site base**

Based at the Bradbury Centre, Portsmouth but required to work at any site where AUKP charitable services are conducted that is within reasonable distance of the work site location.

## **Other duties**

The individual will be required to undertake such other duties appropriate to the salary grade and content of the work as may reasonably be required. Therefore, the list of duties in this job role should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, AUKP reserves the right to update your job description to reflect changes in, or to, your post.

## **Diversity**

AUKP believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. AUKP is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Charity has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the electronic Share Drive and from the Executive office. Any breaches may lead to termination of employment.

## **Right to Work**

AUKP cannot employ a person who does not have permission to live and work in the UK as stated by current British and European Law. Immigration guidance information is available upon request for further information.

## **Health & Safety**

You are responsible for ensuring that workplace responsibilities within your department are carried out with full regard to, and in support of, AUKP's Health and Safety Policies.

## **Sustainability and Environment**

AUKP is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Charity will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice.

## **Data Protection**

You will be responsible for ensuring that workplace responsibilities, within the department, are carried out in compliance with the requirements of the Financial Services Authority, Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

## **Disclosure & Barring Service**

The majority of AUKP staff are required to hold Disclosure & Barring Service (DBS) certification. The Charity is a registered body with the Disclosure & Barring Service, reference number 20639900003. New members of staff will be required to apply for DBS certification as part of the Charity's staff recruitment process. Further information about the Disclosure & Barring Service is available from the Disclosure & Barring Service website <https://www.gov.uk/government/.../disclosure-and-barring-service>. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for trading or older person support posts are among those who are not entitled to withhold information about any previous criminal conviction.

## Principal Attributes and Person Specification

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through CV and interview
<b>Knowledge and Qualifications</b>	<ul style="list-style-type: none"> <li>• Computerised accounts package; Sage Line 50</li> <li>• Business &amp; Administration and/or AAT Level 2 or equivalent qualifications. (Candidates qualified by experience will be considered)</li> <li>• GCSE English and Mathematics qualifications or equivalent accreditation</li> <li>• Microsoft programmes and Excel spreadsheets</li> </ul>	Knowledge of the following: <ul style="list-style-type: none"> <li>• Document scanning, photocopying and postal procedures</li> <li>• Understanding of cultural differences.</li> <li>• Sympathetic appreciation and empathy of older person needs and desires.</li> </ul>	<ul style="list-style-type: none"> <li>• Application/CV</li> <li>• Documentary evidence</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal</li> <li>• Good editing, data collection, record keeping and analysis skills</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent keyboard skills.</li> <li>• Competence in utilising IT to undertake various tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Application/CV</li> <li>• Interview/Task</li> <li>• References</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with staff at all management levels</li> <li>• Extensive experience of working in a Finance Office</li> <li>• Ability to organise and undertake administration and record keeping within a regulatory framework.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to network and negotiate with colleagues, partners and services</li> <li>• Ability to demonstrate a willingness to attend appropriate training and development.</li> </ul>	<ul style="list-style-type: none"> <li>• Application/CV</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Proactive and supportive in a team environment, whilst able to take initiative within the remit of the post</li> <li>• Be a good team player</li> <li>• Adaptable with a helpful and approachable manner</li> <li>• Self motivated</li> <li>• Person of integrity, honest and trustworthy</li> <li>• Able to maintain confidentiality and understand the relevance of this position</li> </ul>	<ul style="list-style-type: none"> <li>• Lively and informed interest in subject field</li> <li>• Willingness, when necessary to participate in occasional extra-curricular activities</li> <li>• Flexible approach to working hours and duties, including occasional unsocial hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to remain impartial and be sympathetic to the needs of others</li> <li>• Ability to build rapport quickly, forming successful working relationships with external organisations or individuals.</li> </ul>		
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