

Job Description

Job Title:	Finance Officer
Reporting to:	Chief Officer
Starting salary:	£18,000
Hours of Work:	minimum of 21 hours (3 days a week)
Location:	Sevenoaks Office (The Old Meeting House)

This position is subject to an enhanced DBS Check

Purpose of Post:

The Finance Officer is a permanent role. It is expected the individual will work a minimum 3 days a week. This arrangement will be kept under review and the working hours may be increased depending on the future workload.

The Finance Officer is responsible for the financial operation of the organisation. Given the size of the organisation, the role will be required to cover a range of administrative duties, including preparation of monthly reporting, regular updating and maintaining the accuracy of data within the finance systems.

The role will also provide active support and assistance to the CEO & Business and Governance Officer and provide strategic support to the organisation.

Key Activities:

Finance & Administrative

- Oversight of the handling of cash and maintaining records of money passing through the office and the provision of receipts to all staff who are delivering cash to the office.
- Monitoring of bank accounts and movement of funds between nominated accounts
- Oversight of the management of the Purchase ledger including invoice entry, reconciliation of statements, preparation of payments and remittance advices. Oversight of the management of the Sales ledger – entering invoices and resolving late payments.
- Payment of staff salaries and expenses on a monthly basis, including payment of all monies owed to Inland Revenue.
- Management & administration of monthly payroll

Regular Reporting & Management Information

- The provision of financial information for the CEO and Board of Trustees, including comparison against budget and adherence to financial policies.

- Monitor financial performances by analysing data.
- Initiate correct accounting and financial principles to minimise risk.
- Monitor and forecast cash position of the organisation
- Assist with annual budgeting process.
- Support to CEO & Business and Governance Officer. Strategic support to organisation
- Active support and assistance to the CEO to ensure the organisation remains compliant with current regulation
- Regularly review financial strategies and policies.

This job description is designed to assist the post holder to understand appreciate what is expected of them in their role within Age UK Sevenoaks and Tonbridge. It may be amended occasionally in consultation with the post holder within the scope and general level of responsibility attached to the post.

Finance Officer Person Specification

	Essential	Desirable
Approach	<ul style="list-style-type: none"> • Must be committed to the aims, objectives and principles of Age UK Sevenoaks and Tonbridge • Must be flexible, able to work under pressure and confident to multi-task • Must be accurate, trustworthy and able to work with little supervision. • Ability to work as part of a small team as duties will primarily be confined to a small busy office. 	
Skills/Experience	<ul style="list-style-type: none"> • Strong understanding of accounting & reporting practices, finance principles and administration policy and procedures • Strong in-depth knowledge and experience of SAGE financial system and a background of financial procedures • In-depth experience of financial systems, reporting and analysis • Strong Excel, Word and Powerpoint • Experience in financial planning, budgeting and quality management skills • Time management skills and proficiency in multi-tasking • Ability to write and explain financial narratives • Good Communication skills – ability to communicate technical information to non-technical audiences 	<ul style="list-style-type: none"> • Experience in charity accounting (inc. SORP) • Experience of Treasury management. • Experience of working closely with Chief Officer/Director level posts • Experience of reporting to a Board of Directors/Trustees.
Qualifications	<ul style="list-style-type: none"> • Demonstrable track record of extensive use of SAGE Line 50 in a similar environment 	<ul style="list-style-type: none"> • Member of the Association of Accounting Technicians • Part qualified CIMA/ACA
Other	<ul style="list-style-type: none"> • Willingness to undertake any relevant training 	

