

Job Description

Job title	Finance Officer	Location	Office based / Hybrid
Department	Finance	Length of contract	Permanent
Outreach Work Required	N	Safeguarding level	TBC
Reporting to	Finance Manager	Direct reports	n/a

About Toynbee Hall

Based in the East End of London since 1884, Toynbee Hall is a charity working alongside people facing poverty, injustice, and inequality to build a fairer East London. We provide vital advice and support, working in partnership to tackle unfairness and ensure everyone has an equal chance to thrive.

We have recently launched a new strategic plan which reinforces that our purpose is to build a fairer future with an end to poverty, injustice and inequality.

We work towards this by:

- Addressing poverty and injustice through advice and support and influencing systemic change.
- Shifting power to people and communities affected by injustice and inequality.
- Collaborating to end poverty and build fairer systems and institutions. What we want to see in the world starts with our community and our organisation.

This means:

- Working together to build a thriving local community where people have the resources they need, feel their voices are heard and are optimistic about the future.
- Being a good employer, where people are treated fairly, feel engaged and empowered, and work together to achieve our shared vision.
- Acknowledging the role Toynbee Hall has historically played in civic society while recognising that our role now is to shift power, to be an effective partner, and to amplify voices that are less likely to be heard.

What we learn from our work in east London we use to inform and influence wider policy – working to influence change in structures, systems and policies.

Department background

The finance team manage the finances and budgets of Toynbee Hall and Toynbee Hall Trading including the following responsibilities:

- Budgeting, forecasting and management accounts
- Financial accounting including annual reporting and tax
- Financial transactions including sales and purchase ledger, treasury and payroll
- The team comprises a Finance Manager, Accountant and Finance Assistant

How we work

Our values are Inclusive, Courageous and Empowering and we expect everyone who works with us to work in a way that aligns with these values and to do their utmost to deliver our strategic objectives according to their role.

Job purpose

To support the production of accurate, timely management accounts, budgets and forecasts as well as regular financial analysis of projects.

To carry out posting of the accounts from order processing through to completion of the annual accounts, and to assist with financial reporting and VAT as required.

Scope of role

The Finance Officer is responsible for supporting the Finance Manager with transaction processing, financial controls and financial reporting.

Key working relationships

- Customers and suppliers
- Budget holders and SMT
- Bank

Key Responsibilities

Financial reporting

- Assist with the production of the annual report and accounts
- Provide analysis and documentation for external auditors as required

Financial transactions

- Processing of financial transactions ensuring they are processed in an accurate and timely manner
- Manage purchase ledger and process payments
- Manage sales ledger, invoicing and credit control
- Processing of monthly journals including accruals and prepayments
- Assist with reporting of VAT and VAT returns

Budget and management accounts

- Assist Finance Manager with annual budget and regular re-forecast
- Produce monthly management accounts
- Provide financial information to budget holders including variance analysis
- Produce ad hoc and regular financial reports, as required

Systems administration

- Manage systems administration for the company's financial systems, including SAGE and SICON
- Manage the storage and security of financial records

Maintain financial controls

- Produce monthly balance sheet reconciliations
- Maintain scheme of delegated authorities

Person Specification

The successful candidate will demonstrate:

Essential Criteria

- Accounting ability and analytical skills
- Experienced in sales and purchase ledger
- Competent in Excel.
- Alignment with Toynbee Hall's mission and strategy
- Alignment and willingness to work in line to our values:
 - Inclusive - open-minded, transparent, convening and collaborative; seeking fresh and alternative perspectives.
 - Courageous – principled, ambitious and acting with integrity.
 - Empowering – shifting power, sharing our knowledge, enabling people to take action for themselves
- An understanding of safeguarding and willingness to develop understanding further

Desirable criteria

- A good knowledge of SAGE 200
- Knowledge of charity accounting

Further information

The right to work in the UK is a requirement for this position.