

Job Description: Finance Executive

Location: Liverpool Commercial District – Office based

Salary: £25,770 - 28,000 per annum pro-rata (depending on experience)

Contract Type: Permanent, Part time

Reports to: Finance Director

About Us

Community Foundation for Lancashire and Merseyside (CFLM) are a leading grant-making organisation, working with individuals and organisations to provide funding to grassroots community groups.

Our finance team plays a crucial role in keeping robust and timely financial records to support the wider team in delivering grants to those most in need.

Job Summary

The key aspect of this role will be grant payments and purchase ledger.

Managing timely payments to grantees is essential for CFLM as this is the essence of what we are all about.

There will be an opportunity to participate in visits to groups that have been supported from time to time.

Job Description

To contribute to the overall mission and goals of CFLM, your role will include:

Finance Function

- Support in ensuring the overall financial integrity of the Community Foundations, specifically including (but not limited to):
 - Raising grant payments from Salesforce onto the bank on a bi-weekly basis
 - Recording purchase invoices and payments, including direct debits and standing orders.
 - Maintain the grant and expenses control sheets.
 - Record credit card expenses.
- Assist with proper submission of financial and other returns to statutory agencies (e.g. Gift Aid).
- Support accurate financial and non-financial reporting-including booking expenses in SAGE and recording receipts and payments for audit purposes.
- Ensure effective database management, maximising the use of technology for time and cost effectiveness, especially when collaborating with all other colleagues in Executive roles and when representing the organization, if required, via network forums, such as the DIGITS user group.
- Communicate funding panel payments to applicants.
- Support the delivery of funding programmes as required.
- Support our monitoring and social impact reporting processes.

- Assist in ensuring the smooth running of all office systems.
- Work with the Senior Finance Executive to ensure cheque and cash receipts are banked within a reasonable time (1 week).
- Ad hoc work and projects that would be reasonably expected of a Finance Executive.

Other

- Occasionally work weekend and evening hours, for which time in lieu will be given;
- Contribute to other aspects of the Community Foundations' work as required, commensurate with the scale and general nature of the post.

Personal Specification

The Finance Executive should demonstrate the following job specific competencies:

- Financial literacy;
- Attention to detail;
- Ability to work to deadlines.

Essential Experience, Knowledge & Skills:

- Effective written, verbal, report-writing and presentational communication skills, including ability to tailor to different external and internal audiences;
- ICT applications, particularly those associated with data management and finance
- Administration techniques and best practice;

Desirable Experience, Knowledge & Skills:

- Qualification incorporating book-keeping, financial management and/or accountancy elements.
- Experience of Sage 50 or similar
- Experience of Salesforce
- Grant-making and/or social finance;
- Charitable grant-making and donation processing.
- Voluntary sector paid and/or unpaid working experience;
- Charitable giving and donor relationship management;
- Database development;
- Proven track record in administration;
- Good understanding of social and community issues and the social sector;
- Use of accounting software.
- Knowledge of audit processes and best practice.

How to Apply

Your application should include a cover letter (no longer than one page) and your CV, this is your chance to highlight why you want to work at CFLM and how you would be the perfect fit.