

Knowle West Health Park JOB DESCRIPTION



Job Title:	Finance Officer
Salary	NJC Point 18-22 £31,537-£33,699 Pro-rata.
Contract Term	Permanent
Hours	7.5 hours pw
Responsible to:	CEO
Benefits	Penson scheme, Living Wage, Birthday Policy, Flexible working
Location:	Knowle West Healthy Living Centre BS4 1WH

Purpose of the job:

The Finance Officer will be responsible for the day-to-day financial management and administration of the charity, ensuring that financial records are accurate, up to date and maintained in accordance with the organisation's financial policies and procedures.

The postholder will provide clear and timely financial information to the Chief Executive Officer, managers and Board of Trustees, supporting effective financial management and decision-making across the organisation.

The Finance Officer will have a particular focus on monitoring income and expenditure, budgets, restricted and unrestricted funds, grants and contracts, and providing financial information required by funders.

The postholder will work closely with the charity's external accountant and auditor, providing the information and records required for the preparation of the annual accounts and audit. The Finance Officer will not be responsible for providing independent professional accounting advice or undertaking the organisation's external audit.

Key responsibilities:

1. Financial administration and bookkeeping

- Maintain accurate and up-to-date financial records using the organisation's accounting software, currently Quickbooks.
- Process and accurately code income and expenditure transactions.
- Maintain appropriate financial records and supporting documentation.
- Raise sales invoices and monitor income received.

- Process authorised purchase invoices and payments in accordance with the organisation's financial procedures.
- Prepare and schedule payments through the organisation's banking system, ensuring appropriate authorisation is obtained.
- Monitor creditors and debtors and follow up outstanding amounts where appropriate.
- Process staff and volunteer expenses in accordance with organisational policies.
- Maintain records relating to petty cash, payment cards, Sum Up and other financial accounts, where applicable.
- Complete regular bank, petty cash and other relevant reconciliations.
- Ensure financial records are maintained in a way that clearly identifies restricted and unrestricted income and expenditure.
- Respond to day-to-day financial queries from staff and provide appropriate support and guidance.

2. Management accounts and financial reporting

- Produce regular financial reports for the CEO, and Board of Trustees, including budget versus actual expenditure.
- Provide clear explanations and commentary on significant variances.
- Monitor income and expenditure against agreed organisational and project budgets.
- Identify emerging financial pressures, risks, underspends or overspends and raise these with the CEO in a timely manner.
- Prepare and maintain cash-flow forecasts, reviewing and updating these regularly.
- Support managers to understand their budgets and financial information.
- Provide accurate and accessible financial information to support organisational planning and decision-making.
- Support the CEO and Board in the preparation of the annual organisational budget and financial forecasts.

3. Grant and contract finance

- Monitor income and expenditure associated with grants, contracts and commissioned work.
- Maintain accurate financial records for individual funding streams and projects.
- Ensure expenditure is appropriately allocated to the relevant grant, contract or project.
- Monitor restricted funds and provide information to ensure that funding is used in accordance with agreed terms and conditions.

- Work with the CEO and relevant staff to monitor grant and contract budgets and identify potential underspends or overspends.
- Support the preparation of financial information, claims and reports required by funders and commissioners.
- Monitor funding received and support the CEO and relevant staff to ensure that appropriate claims and payments are made.
- Provide financial information to support funding applications and budget development where required.

4. Payroll and pensions

- Prepare the information required for the monthly payroll and ensure it is appropriately authorised.
- Administer pension contributions, joiners and leavers.

5. Financial systems, controls and compliance

- Maintain and support effective financial systems and procedures.
- Ensure financial transactions are appropriately authorised, recorded and supported by appropriate documentation.
- Follow the organisation's financial policies and procedures and highlight any areas requiring review or improvement.
- Identify and report financial discrepancies, risks or concerns to the CEO.
- Support the organisation to maintain appropriate financial controls and segregation of duties.
- Keep up to date with relevant charity finance requirements, legislation and good practice.
- Support the CEO and Board in maintaining effective financial oversight of the charity.

6. Annual accounts and external Independent Examination

- Prepare and provide financial information required for the preparation of the charity's annual accounts.
- Liaise with the charity's external accountant and auditor as required.
- Prepare schedules, reconciliations and supporting documentation required for the annual accounts and audit.
- Respond to reasonable requests for financial information from the external accountant and auditor.
- Support the timely completion of the annual audit process.

- Assist with the implementation of any agreed recommendations arising from the audit or annual accounts process.

The Finance Officer will not be responsible for the Independent Examination of the charity or for providing independent professional accounting advice.

7. Support to the CEO and Board

- Provide the CEO and Board with accurate and timely financial information.
- Support the preparation of financial reports for Board meetings.
- Highlight significant financial issues and provide clear information to support decision-making.
- Work with the CEO and Board to support effective financial planning and monitoring.
- Provide accessible financial information to non-finance colleagues, recognising that staff may have different levels of financial knowledge.
- Contribute to the development and review of financial policies and procedures where appropriate.

8. General responsibilities

- Maintain confidentiality in relation to financial, staff and organisational information.
- Work within all organisational policies and procedures.
- Uphold the values, aims and good name of the charity.
- Work collaboratively with colleagues and provide a helpful and responsive finance service across the organisation.
- Attend relevant team, management and organisational meetings where required.
- Undertake appropriate training and continuing professional development.
- Keep knowledge and skills up to date.
- Undertake other duties consistent with the nature and responsibilities of the post as required.
- Manage contracts e.g. Mobiles, Photocopier, Water machine etc.

Person Specification

Essential

Experience

- Experience working in a finance, bookkeeping or accounts role.
- Experience of maintaining accurate financial records.
- Experience of monitoring budgets and producing financial reports.

- Experience of using accounting software, especially Quickbooks.
- Experience of working with spreadsheets, particularly Charity Log, Microsoft Excel and Teams.
- Experience of working independently and managing financial deadlines.
- Experience of handling confidential financial information.

Knowledge and understanding

- Good understanding of day-to-day financial management and accounting processes.
- Understanding of budget monitoring and financial forecasting.
- Understanding of financial controls and appropriate authorisation processes.
- Ability to understand and monitor restricted and unrestricted income and expenditure.
- Good understanding of the importance of accurate financial information in supporting organisational decision-making.

Skills and abilities

- High level of accuracy and attention to detail.
- Strong organisational and time-management skills.
- Ability to identify discrepancies, investigate issues and resolve problems.
- Ability to explain financial information clearly to people who are not finance specialists.
- Ability to prioritise workload and meet deadlines.
- Ability to work independently while also working effectively as part of a wider team.
- Good written and verbal communication skills.
- High level of integrity and discretion when dealing with confidential information.

Desirable

- Experience of working within the charity or voluntary sector.
- Experience of grant-funded organisations.
- Experience of monitoring restricted funds.
- Experience of preparing financial information for funders or commissioners.
- Knowledge of charity accounting and the Charity SORP.
- Experience of supporting annual accounts and external audit.
- Experience of payroll and pension administration.

- A relevant finance qualification, such as AAT, or equivalent experience.

Scope of the role

This job description is intended to provide a clear outline of the main responsibilities of the Finance Officer. It is not exhaustive and may be reviewed and amended from time to time in response to organisational needs.

The postholder is expected to work within the charity's policies and procedures and to seek appropriate support from the CEO, Board and/or external Independent Examiner where matters fall outside their level of professional responsibility or expertise.