



# Finance Officer

April 2024



# 1. Role summary

<b>Title</b>	Finance Officer
<b>Salary</b>	£25,000- £28,000 FTE, dependent on experience
<b>Hours</b>	Full-time, 35 hours per week (1 FTE, will consider PT for the right candidate)
<b>Contract</b>	Permanent
<b>Location</b>	Warrington Head Office
<b>Reporting to</b>	Finance Manager

# 2. Staff benefits

Wheels for All is committed to the health and wellbeing of our staff. We are proud to offer these benefits to all members of our team:

- **Birthday bonus** – take an additional day off to celebrate your birthday.
- **Volunteering** – take a volunteering day each year to support another charity or Wheels for All partner.
- **Apparel** – we provide all members of staff with quality clothing to keep them looking and feeling good when out and about.
- **Flexible working arrangements** - including working from home and flexibility around caring responsibilities.
- **Annual leave entitlement of 25 days** - in addition to public holidays, increasing by one day each year up to a maximum of 30. (Note: pro-rata for part-time colleagues).
- **Employee Assistance Programme** - access to a 24/7 confidential helpline, counselling services and online information.
- **Healthy and wellbeing** - we welcome staff to embed regular exercise into their daily work lives. We provide access to a Cycle to Work scheme (unlocking savings of up to 47% on the cost of a new cycle and accessories) and yoga classes at our head office.

### 3. About Wheels for All

Wheels for All (the operating name of Cycling Projects Ltd) is a leading national charity delivering accessible cycling opportunities for people to be active on their terms.

- Wheels for All was established over 30 years ago and has created the largest network of accessible cycling opportunities across the country.
- Supporting people to start and continue cycling regardless of ability.
- Working with local partners, we have supported the creation of more than 50 accessible cycling hubs, many of which are now run independently, assisted by dedicated and committed staff and volunteers.
- Wheels for All is also a national leader for accessible cycle training providing specialist support and guidance to community initiatives and partners on setting up local inclusive cycling programmes.
- We are proud to support more people to be more active, improving their physical and mental wellbeing.
- We are committed to providing safe, enjoyable, accessible, and social environments for our participants to begin and progress their cycling, whether for recreation or active travel.

We are currently in an exciting period of growth as we upscale our delivery to enable more people to enjoy the benefits of cycling.

Our new 'We Ride Together' Film captures the true spirit of the charity through powerful language and imagery by telling the story in the form of a poem about Dave, a *Wheels for All* volunteer and cyclist who had been recently widowed and joined the charity to help him deal with his bereavement. Loneliness is one the largest health concerns we face, and people are feeling more isolated and disconnected than ever before, but Dave is proof that having a connection with others through a shared interest such as cycling can provide a happier and healthier future for all involved. Our cycling programmes are fine examples of how such communities can flourish and thrive and we should never underestimate the lifeline that the charity is to so many people.

Please watch the new film here

<https://www.youtube.com/watch?v=wAHYqIQqUa8>



## 4. Role overview

The Finance Officer is responsible for working within the core Wheels for All team to provide finance team support to the wider programme delivery and national staff team. By working with colleagues to maintain financial systems, accurate record keeping and undertake financial administration they will provide the support required to implement and improve the processes needed to maintain the accurate financial management systems which are crucial to supporting the charity's mission.

This role would suit someone with at least 2 years' experience in a charity finance role, who has experience or knowledge of all the core accounts department processes and some understanding of different charity income streams. You might be studying for an accounting qualification (e.g. AAT or ACCA) or be qualified by experience.

A training package may be available for an applicable accounting qualification.

## **5. Role responsibilities**

### **Financial Administration**

- Maintain efficient and accurate computerised financial accounts & bookkeeping records (the organisation currently uses SAGE) including the upkeep of the records management with regular reconciliation activity according to standard processes.
- Receive and process invoices for payments to/ from suppliers.
- Record income from users, supporters, donors, members etc and maintain up to date records of income received.
- Liaising with and responding to enquiries from colleagues, suppliers, and partners.
- Assist with the preparation of monthly reporting, quarterly management accounts, any Gift Aid claims and annual audit.
- Process employee expenditure claims & assisting with the preparation of payroll.

Outcomes: The charity has accurate high quality financial management records which support the efficiency of operations.

### **Programme Support**

- Administer, track, and record petty cash and staff expenses.
- Support budget monitoring & reconciling of programme expenditures. Answering queries, seeking appropriate clarifications & making inquiries of coded expenditures, and providing up to date information to the wider staff team.
- Assist the Finance Manager in creating financial reports to enable tracking and monitoring of spend, regular budget monitoring and in reporting to funders.

Outcomes: The staff team have the financial information and support centrally to run effective projects with partners and volunteers, and to report to trustees and external funders.

### **Compliance**

- Ensuring your work is carried out with excellent attention to detail to the required quality standards and adhering to internal financial management procedures.
- Provide documentation to facilitate programme operations, including grant documents and funder reports.

- Support the Finance Manager in ensuring the charity is compliant with contractual and legal obligations.

Outcomes: The charity is fully compliant with company and charity legislation; and best practice regarding financial management.

### **Accountability and relationships**

The Finance Officer will be accountable to the Finance Manager and will be a key member of a small finance team (up to 3 people). They will work closely with a core office team and other members in the national Wheels for All network. They will also have a working relationship with suppliers, partners, and volunteers. They will be expected to attend regular staff meetings and supervision sessions.

Note: This job description is subject to amendment based on experience and consultation with the post holder. It provides a general indication of duties and may vary over time.

## **6. Person Specification:**

### **Skills/knowledge**

- Proven experience in all areas of accounts - purchase and sales ledger, banking and cash management, basic management accounts.
- Excellent numeracy skills.
- Understanding of bank reconciliations, control accounts and other day to day financial management procedures.
- Good knowledge of customer relations management and database software, (for example Salesforce).
- Knowledge of financial management systems/software, ideally Sage.
- Excellent Microsoft Office skills, particularly excel and an ability to quickly learn new systems.
- Good time management and problem-solving skills.
- An accountancy qualification or studying for (e.g. AAT, ACCA), or proven qualification by experience.
- An understanding or awareness of how to manage restricted and unrestricted funds & common charity VAT & taxation issues an advantage.

### **Experience**

- Bookkeeping, finance, or equivalent role(s).
- Maintaining accurate records and data entry.

- Working as part of a team and with managing the delivery of tasks from various colleagues.
- Experience of dealing with charitable income, restricted grants, and charity taxation (desirable).

#### **Work related circumstances**

- Understanding of and willingness to adhere to Wheels for All vision and values and to undergo training.
- Willingness to work flexibly, including some evenings, weekends, and UK wide travel, including occasional overnight stays.

#### **Personal attributes**

- Strong attention to detail, analytical and an excellent communicator.
- Enthusiasm, energy, and willingness to meet challenging demands and work to deadlines.
- Proactive, self-motivated, and able to apply initiative appropriately.
- Comfortable dealing with internal and external stakeholders.
- A collaborative team player.
- A passion for our cause and commitment to diversity and inclusion.

## **7. Application Process**

Please apply by sending your CV and a covering letter explaining how you meet the requirements of the role to [recruiting@wheelsforall.org.uk](mailto:recruiting@wheelsforall.org.uk), including 'Finance Officer' in the title. Alternative formats are also welcomed e.g. video or audio.

You don't need to be a cyclist to apply for this role, but you do need to share our passion to deliver our services and enjoy making a difference to people's lives.

Closing date for applications: Wednesday 15<sup>th</sup> May 2024 (midnight).

If you have any questions or would like to have an informal discussion about the role, please email [recruiting@wheelsforall.org.uk](mailto:recruiting@wheelsforall.org.uk), call 01925 575 628 or visit our [contact page](#).

#### **Data protection**

Wheels for All will only process and store your personal information, (this means any information that identifies or could identify you) for the purposes of recruitment, after which it will be securely disposed.

## Equal opportunities

We welcome and encourage applications from people of all backgrounds.

Wheels for All is committed to creating an inclusive culture, through fostering a diverse workforce where everyone feels like they belong, differences are valued, and everyone can reach their potential. We are a [Disability Confident Committed employer](#) and are actively seeking to diversify and to create a workplace that is welcoming for all, ensuring that our workforce is representative of wider society and the communities we support.

