

<b>Job Title:</b>	Finance Officer / Bookkeeper
<b>Reporting to:</b>	CEO / Finance Manager
<b>Location:</b>	Home working. Occasional travel required around Hampshire and Isle of Wight
<b>Hours:</b>	Full time (37 hours per week) - part time working available for the right candidate
<b>Salary:</b>	Up to £35,000
<b>Responsible for:</b>	Finance functions

### **Background**

The Hampshire and Isle of Wight Community Foundation is an independent charitable foundation which connects local donors with local causes and community groups in Hampshire and the Isle of Wight. We are the largest charitable grant maker based in and focused solely on the region.

We use our local knowledge and insight into the specific needs in our area to ensure that our grants serve the most vulnerable and disadvantaged people in the area. By supporting smaller local charities and community groups, we are investing in making our community more resilient and stronger for us all.

Our mission is to help ease the burden of poverty for the most disadvantaged communities in Hampshire and the Isle of Wight. We do this by building funds to support local not for profit groups helping those most in need in our communities. From our funds we make hundreds of grants to an average total value of £1.5-£2 million every year.

The purpose of the role of Finance Officer / Bookkeeper is to undertake and record all finance functions including transactions for payroll, investments, grants, donations and other operating transactions. The Finance Officer / Bookkeeper will be responsible for ensuring the delivery of accurate and timely finance administration, across two databases (currently Sage and Salesforce). This is a vital role within HIWCF, as high quality finance information is fundamental to our role and reputation in the region as a trusted partner for our fundholders and grantees

We are looking for an experienced Finance Officer or Bookkeeper, either qualified or part qualified, ideally with a background within the charity/not for profit sector and experience in handling an investment portfolio. The role will be overseen by a part time Finance Manager, who will produce management accounts, annual accounts, budgets, forecasts etc.

### **The individual**

You will be joining a dynamic and friendly team with aspirations for growth. You will need to be motivated by our mission to improve the lives of the people of the region through our charitable grant making. You will be tenacious and have a very strong eye for detail. You will understand the importance of undertaking the work in a timely and accurate manner for colleagues, Trustees and most importantly, donors and grantees.

**Key Tasks**

- Adding all payments transactions (grants, invoices, salaries, expenses, HMRC payments etc) to Sage and the bank accounts, ensuring all evidence is correct and payments are correctly authorised
  - Adding all donation income to Sage and Salesforce, and working with other team members to ensure they are acknowledged appropriately
  - Adding all quarterly investment income to Sage and Salesforce and reconciling across both databases, and to the investment house reports and bank account
  - Regular reconciliations between Sage and Salesforce and bank accounts
  - Ensure HMRC payments and gift aid claims are undertaken in a timely manner
  - Manage banking records
  - Monthly reconciliations for Bank account, purchase ledger, Sage, Salesforce, prepayments, accruals, salaries, PAYE, pension etc
  - Monthly journals for non-cost items
  - Manage pension with NEST and other ad hoc pension providers and manage insurances
  - Ad hoc finance related tasks including reporting on returned grants, managing pension payments, insurances etc
  - Any other appropriate tasks as directed
- (Some of the functions listed may be shared tasks).

**Qualifications**

- Qualified or part qualified accountant or Bookkeeper
- Qualified by experience considered

**Experience**

- At least three years' experience within a similar role
- Experience in the not for profit sector preferred
- Experience in handling large volumes of transactions from investment portfolios an advantage

**Person Specification**

- Committed to and motivated by equity, diversity and inclusion
- Accurate and able to check own work
- Self-motivated and hard working
- Reliable, honest, tolerant, determined and well presented
- Able to travel around Hampshire/IOW as and when required

**Essential skills**

- Highly numerate
- Excellent spoken and written English
- Highly proficient in MS Office products and familiar with databases and other software

**Desirable**

- Knowledge of the voluntary and community sector in Hampshire and the Isle of Wight

## **Terms and Conditions**

### **Base**

The role is home-based and the successful candidate must be able to undertake the full range of functions from home. A monthly allowance is paid to all staff for home working, which contributes to the cost of wifi connection etc. Although it is not compulsory for the candidate to be based within Hampshire, Portsmouth, Southampton or the Isle of Wight, this is preferred. The candidate must be able to travel within this region without requiring overnight accommodation.

### **Salary**

On appointment remuneration will be a gross full time salary of up to £35,000, depending on experience.

### **Probation Period**

The post is subject to our standard six-month probationary period and is offered on a permanent contract. However, as with all Foundation posts, it is dependent upon funds available to support the post. Four weeks' notice is required by either side to terminate the contract.

### **Pension**

The successful candidate is welcome to apply to join the pension scheme after their six-month probationary period has been successfully passed. HIWCF will contribute 5% as long as the employee contributes a minimum of 3%.

### **Hours**

37 hours per week. Part time will be considered for the right candidate.

### **Holidays**

25 days a year (pro rata if part time). In addition, three days holiday are given between Christmas and the New Year plus Public Holidays, but these do not form part of the annual leave provision.

### **Equity, Diversity and Inclusion**

We select candidates and make appointments in line with our equity, diversity and inclusion policy. We are particularly interested in hearing from applicants from minoritised backgrounds or with lived experience of any area of our work.

### **Recruitment details and schedule**

- Apply by sending a CV and covering letter to Jo Dakin, Office Administrator on [info@hiwcf.com](mailto:info@hiwcf.com). Please include details of three referees, one of whom must be your current or most recent line manager. (We will not contact them unless you are offered the role.)
- Please confirm in your application that you are eligible to work in the UK. If offered the role, you will be required to provide evidence of your eligibility.
- Applications close at **12 noon on Wednesday 24<sup>th</sup> April**.
- Shortlisted candidates will be invited for first interview by Zoom, which will take place during the week of 29<sup>th</sup> April.
- Candidates selected for second interview will be invited for an in person interview in either Winchester or Southampton, during the week of 6<sup>th</sup> May.