

## JOB DESCRIPTION: FINANCE OFFICER

<b>Post:</b>	Finance Officer
<b>Term:</b>	Permanent contract
<b>Salary:</b>	Pay scale spinal point 10-13. Starting salary of £28,295 progressing to £34,339 plus 6% pension contribution pro rata
<b>Hours:</b>	18 – 22 hours per week by arrangement
<b>Role</b>	To carry out a range of duties to ensure smooth reporting and processing of the financial procedures of the Institute
<b>Responsible to:</b>	Programme and Governance Officer
<b>Place of work:</b>	Working from home with occasional travel to attend meetings

### Main duties and responsibilities:

The Finance Officer will

- maintain accurate accounting records
- issue, monitor and prepare payment for supplier and customer invoices
- prepare monthly financial profit and loss statements
- run monthly payroll
- liaise with third parties in relation to financial matters including banks and auditors
- assist with collection, monitoring and updating of subscriptions (direct debits, cheque, PayPal and BACS)
- collate financial documentation for project files and claims
- ensure confidentiality of financial records and act in accordance with financial protocols
- carry out any other duties as required from time to time

## PERSON SPECIFICATION: FINANCE OFFICER

Essential	Preferred
<b><i>Education, knowledge and skills</i></b>	
demonstrated workplace experience relevant to the role	
experience of maintaining financial records, raising and paying invoices, and collecting direct debit payments	
IT experience, especially MS Office and regular use of databases	an awareness of GDPR and financial protocols
experience of running monthly payroll	
ability to communicate effectively	
administrative skills and experience	
ability to effectively prioritise workload and to	demonstrated competence in working to

work under own initiative	conflicting deadlines
<b>Behaviours</b>	
personal commitment to CPD and the maintenance of professional standards and behaviour	demonstrated competence in working within a dispersed team
ability to work effectively on your own and as part of a team	attended specific training courses to develop skills and expertise relevant to the post
a tactful and diplomatic working manner	

Training will be provided.