

Finance Officer (Part-time)

REPORTS TO: Head Of Fundraising

HOURS OF WORK: 14hrs per week, flexibility offered.

SALARY: **£11,200 - £12,000 p.a. 2 days per week**

LOCATION: London N1, hybrid working policy in place, provided there is a suitable home environment

Additional benefits: 14 days' holiday (inc Bank holidays); 6% pension contribution, free eye checks and contribution towards glasses, free coffee/tea

About the role

The post-holder provides essential bookkeeping and basic accounts support to this small but growing charity. The job entails processing all non-salary income and expenditure, ensuring that the accounts are reconciled on a regular basis. Monitoring income and expenditure against budgets and developing forecasts and budgets for projects?

The post holder is expected to be proactive, self-motivated and show initiative and flexibility, taking responsibility for checking their own work. For the right person this will be a rewarding and fulfilling role. Working as a member of the team the post-holder will need to work closely with the Chief Executive and the heads of departments in the preparation of the annual budget, the production of monthly management accounts, accounting for restricted funds and monitoring financial performance. The organisation uses Raisers Edge as it's fundraising database and uses Xero online accounting system for the monthly accounts. The post holder will need to become familiar with both.

Key Responsibilities

- Complete bi-monthly banking – recording cheques and cash to be deposited and taking to the bank / post office
- Ensure the accounting software is up to date and accurate.
- Accounting for other income received via the bank statement and inputting onto Raisers Edge
- Process purchase and supplier invoices (ensuring compliance with authorisation procedures).
- Process staff, volunteer and beneficiary expense claims.
- Download monthly reports from third party fundraising platforms, CAF and Stripe or PayPal websites to ensure that donations are correctly allocated.
- Preparing management accounts and restricted fund summaries for Trustee meetings
- Monthly bank reconciliations
- Monitoring use of MSA Trust credit cards and ensuring payments are accounted and entered onto XERO correctly.
- Complete Quarterly gift aid claims

- Phasing the annual budget for management accounts purposes
- Working with the fundraisers and other staff to monitor restricted fund expenditure.
- Dealing with finance enquiries from colleagues and external agencies.

Other Duties

- To assist the CEO with preparation of information for finance subcommittee.
- Assist with minutes for Finance subcommittee
- To ensure all financial compliance is met.
- Manage the finance mailbox

To undertake any other reasonable activity in line with the responsibilities of the post as requested by the Chief Executive, Trustees or other senior staff.

Equity, Diversity and Inclusion

Multiple System Atrophy Trust values everyone as an individual – our employees and volunteers, our clients and all the other stakeholders we meet within the delivery of our work. Harnessing difference creates a productive environment in which everybody feels valued, their talents are fully utilised, and organisational and personal goals are met.

Safer Recruitment

MSA Trust is committed to providing a safe environment for all those who work at and with MSA Trust. The safe recruitment of all those who undertake work here is the first step to ensuring that we are fulfilling this commitment.

All positions are offered subject to the following conditions:

- Receipt of satisfactory references, which covers your most recent employment and also a character reference.
- Proof of your identity and that you are legally entitled to work in the UK.



Person Specification

Criteria	Description	Essential (E) / Desirable (D)	Assessed on Application form (A) /or at Interview (I)
Qualifications	Educated to A level or with equivalent professional experience. (accounts technician)	D	A
Experience of	Working within a charity	D	A/I
	Completing gift aid applications, processing all invoices and income	D	A/I
	Preparation and phasing of annual budgets	D	A/I
	Experience of computerised accounting programmes (we use Xero)	E	A/I
Knowledge of	Fundraising databases (we use Raisers Edge)	D	I
	Monthly Management accounts and variance reporting	E	A/I
Skills	Ability to problem solve and prioritise workload.	E	A/I
	Excellent numerical and self-management skills and attention to detail	E	A/I
	Excellent IT skills with the ability to work confidently with account packages and database systems.	E	A
	Commitment to MSA Trust's vision, mission and values.	E	I
Organisational requirements	Knowledge and understanding of the social model of disability and a firm commitment to the inclusion of disabled people and equal opportunities within society.	D	I
	An ability to understand and work within organisational policies and procedures in your work.	E	I
	An understanding of the importance of discretion and confidentiality.	E	I
	Flexibility in attending organisational events as required	E	A

About the Multiple System Atrophy Trust

The Multiple System Atrophy Trust is the UK's leading charity supporting people affected by multiple system atrophy (MSA) – a rare neurological disease with no known cause or cure.

MSA

Multiple System Atrophy (MSA) is a progressive neurological disorder that affects adult men and women. It is caused by degeneration or atrophy of nerve cells in several (or multiple) areas of the brain, which can result in problems with movement, balance and autonomic functions of the body such as bladder and blood pressure control.

Our Services

We provide a telephone and email support line, three specialist MSA nurses and 36 regular regional support groups throughout the UK and Ireland. These activities are crucial in reducing the isolation of having a rare and incurable disease. The Trust also funds research to find the cause, and one day, cure for MSA.

The Trust's Vision is a world free of MSA. Our Mission is to find the cause and, ultimately, cure for MSA. Until that day, we will do all we can to support people affected by MSA and to strive to ensure that they are not alone on their individual journeys.

The Trust has seven core values, we aspire to be:

- led by those we serve – we strive to put those we serve at the heart of everything we do
- collaborative – we will work collaboratively when this is in the best interests of those we serve and the Trust
- supportive – the Trust exists to support people affected by MSA throughout their journey – we are on their side and we want them to know and feel this
- open – we want to be open and welcoming to everyone affected by MSA who makes contact with us
- respectful – our ethos is to critique not to criticise
- committed – everyone who is involved with the Trust should be committed to doing what they can, in whatever capacity, to improve the lives of people affected by MSA
- informative – we want to inform and be honest and transparent about what we say and what we do.

KW May24