

FINANCE OFFICER JOB DESCRIPTION

Job title:	Finance Officer
Location:	Flexible. Our office is based in central London but members of the team work from home, based across the country. Colleagues living close to the office work a hybrid model, enabling them to work up to 40% of their contracted hours at home, provided that they have a suitable home environment.
Hours	14
Salary	£26,000 - £31,602 dependent on experience
Contract	Permanent
Responsible to:	Head of Finance and Resources

About the Role

The postholder supports the Head of Finance and Resources with financial and administrative functions.

What you will do

- Post transactions into our accounting software, Xero, ensuring that everything is accurately recorded and coded.
- Process purchase and supplier invoices (ensuring compliance with authorisation procedures) and organise weekly pay run.
- Raise invoices for our contract and training work, ensuring payment is collected in a timely manner.
- Process staff, volunteer, and beneficiary expense claims.
- Reconcile purchases made with the Working Chance debit card.
- Perform bank reconciliations.
- Manage the accounts mailbox.
- Complete the quarterly gift aid claims.
- Support the Head of Finance and Resources with the completion of the monthly management accounts.
- Maintain financial and other administrative records, e.g. fixed asset register.
- Minute the quarterly Finance and Fundraising Committee meeting.
- Support the Head of Finance and Resources with ensuring that the charity's office management is running smoothly.

What you will bring to the team

- Experience working with accounting software, preferably Xero.
- Excellent numeracy skills and attention to detail.
- Good verbal and written communication skills to communicate with a

diverse range of colleagues.

- Highly competent with the MS Office suite (particularly Excel).
- Experience of maintaining spreadsheets.
- Finance experience in a charity.
- Self-motivated and proactive approach.

Benefits

- Pension scheme with Scottish Widows
- Generous annual leave of 25 days' holiday + three bonus days over Christmas and New Year + plus public holidays and your birthday off
- Employee benefits site with discounts on shopping, holidays and access to financial support
- Wellbeing days
- We prioritise inclusion and belonging and are passionate about promoting equality, valuing diversity and working inclusively.
- All staff have confidential access to an Employee Assistance Programme.
- All staff events and team days.
- A culture of recognition and celebration.

Equity, Diversity and Inclusion

Working Chance values everyone as an individual – our employees and volunteers, our clients and all the other stakeholders we come into contact with in 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

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

All positions at Working Chance are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or voluntary work.
- A satisfactory Basic Disclosure Check.
- Proof of your identity and that you are legally entitled to work in the UK.

Working Chance actively encourages and supports the employment of people with lived experience of the criminal justice system. We want to be representative of the people we are here for, so we prioritise lived experience when we recruit for new colleagues. For more information please see our Recruitment of People with Lived Experience Policy. If you would like to speak with the team in confidence regarding this please email jobs@workingchance.org