



JOB DESCRIPTION

Role Title: Finance Officer

Level: 2

Reports to: Finance Manager

JOB PURPOSE:

To provide effective and efficient day to day management of the finance function across the organisation.

Duties and Responsibilities

- Ownership and management of the general ledger.
- Assist with the production of the management accounts (prepayments, accruals, depreciations, deferred and accrued income).
- Manage the asset register in Xero and depreciation routines.
- Cash management. Executing payments and planning payments.
- Prepare monthly cashflow forecast and cash analysis report.
- Guaranteeing all staff expenses via Pleo software are processed in line with company policy.
- Handle queries from all department staff relating to expenses & budget codes.
- Provide ad hoc support to the Finance Manager when required (e.g.: Assisting with Audit, budget/reforecasting).
- Support with the development of new systems and procedures.

Key Competences skills and Experience

- Part qualified (will consider by experience) or studying towards. (e.g.: AAT, ACCA).
- Knowledge of SORP (The Charities Statement of Recommended Practice) is desirable.
- Experience dealing with charitable income and an understanding of how to account for restricted grants.
- Experience of liaising with auditors and other external stakeholders.
- Proven experience in all areas of accounts – purchase and sales ledger, banking and cash management, basic management accounts.
- Experience of successful organisational administration and the ability to multi-task.
- Meticulous attention to detail, analytical and excellent communicator of technical content.
- Proficient in the use of MS Office.
- Experience of Xero or similar cloud-based finance system.
- Ability to operate effectively in a support role to senior staff.



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- Very good communications skills, both in writing and verbally.
- Able to work as part of a team. A collaborative and supportive colleague.
- Ability to work with initiative and work unsupervised and to identify opportunities for improvement.

Person Specification

- Flexible in their approach to work being agile in their practice.
- Willing to go back to basics across process and control when the team require support.
- Able to provide cross organisational support to colleagues with differing levels of capability.
- Open and approachable demonstrating the charities values and building a strong and evolving culture.
- Assertive and able to follow and implement effective and efficient processes and procedures and support the team with those.