

Job Description

Post:	Finance Officer
Hours:	Part time; 3 days per week
Contract:	Fixed Term; 12 months
Salary:	£32,500 FTE
Location:	Hybrid: 2 days per week in our London office; 1 day from home

Our vision

RSBC believes that every blind young person should have the chance to live life without limits.

Our values

Underpinning all RSBC's work are values embedded in trust and excellence:

TRUST:	Respect and accountability
ENERGY:	Straight talking and constantly learning
AMBITION:	Confronting reality and driving results
MOTIVATION:	Our community is our priority, and we look for solutions, not problems

Purpose of this role

The Finance Officer plays a key role in supporting the delivery of accurate, timely and compliant financial management across RSBC. The post holder will take responsibility for core financial processes including VAT returns, reconciliations, month-end preparation and income accounting.

This role is critical to maintaining strong financial controls, supporting audit readiness, and compliance with charity finance best practice. While there are set tasks in for individuals to lead on, we work flexibly to ensure duties across the department are shared and colleague wellbeing is supported, so this role description is not exhaustive, and other duties may be required.

Responsibilities

Financial Reporting & Accounting

- Support the production of monthly management accounts, working closely with the Finance Manager and ensure all processes are completed in line with the agreed timetables
- Prepare month end journals, including accruals, prepayments, adjustments and reclassifications
- Perform regular income reconciliation across fundraising, grants, and other income streams and ensure restricted income is tracked in like with SORP
- Investigate and resolve any discrepancies in a timely manner, and ensure suspense account items are kept to a minimum

Control & Compliance

- Prepare and submit VAT returns in accordance with HMRC requirements

- Maintain workings, calculations, and supporting documentation to ensure compliance, good practice and audit readiness
- Respond to routine HMRC correspondence and queries, escalating as appropriate
- Ensure compliance with charity SORP, VAT treatment and other relevant legislation
- Support the implementation and maintenance of robust financial controls
- Ensure compliance with internal policies, procedures, and audit requirements, assisting in the preparation of documentation and contributing to ongoing continuous improvement of finance processes and systems
- Ensure timely identification and resolution of reconciliation issues, coding anomalies and suspense account transfers
- Support other colleagues across the finance team to shadow, share responsibilities, collaborate and ensure adequate cover for holidays and absence as necessary

Person specification

Experience and knowledge

- Strong understanding of financial controls and accounting principles
- Working knowledge of VAT and HMRC processes
- High level of accuracy and attention to detail
- Strong Excel skills and experience with finance systems
- Ability to manage multiple priorities and meet deadlines
- AAT qualified or part-qualified (ACCA/CIMA) or equivalent experience
- Proven experience in a finance/accountancy role
- Experience working in a charity or not-for-profit environment (desirable)
- Experience with Ipllicit (desirable)

Skills and attributes

- Proactive and solution-focused
- Strong organisational and analytical skills
- Ability to work collaboratively across teams
- Commitment to high standards of integrity and accountability
- Committed to RSBC's mission of supporting vision impaired children and young people to live a life without limits