

# Job description

<b>Job Title:</b>	<b>Finance Officer</b>
<b>Location:</b>	Home-based (with occasional travel for meetings)
<b>Managed by:</b>	Head of Finance
<b>Hours:</b>	35 per week
<b>Contract:</b>	Full time, Permanent
<b>Salary:</b>	FTE: £ 24,000 - £27,000

## JOB DESCRIPTION

### Purpose of the Post

The Finance Officer will assist the Finance Team in maintaining accurate financial records of the charity.

### Key responsibilities and duties

- Process supplier invoices and payments, chasing for outstanding documentation to ensure correct processes are always followed
- Act as the first point of contact and provide timely responses to internal and external stakeholders, suppliers and customers
- Process volunteer & employee expense claims ensuring adherence to internal purchase policies and procedures
- Reconciling supplier statements, investigating any variances and taking corrective action
- Maintaining the creditors ledger, investigating any debit or old balances
- Preparing accruals and prepayment schedules
- Preparing supplier payment runs based on payment terms and approved invoices
- Process sales orders and customer receipts
- Process donations and other income received via a number of platforms e.g. PayPal, Stripe etc.
- Maintaining the debtors ledger, investigating any credit or old balances
- Prepare monthly bank reconciliations, ensuring that receipts and payments have been posted accurately
- To ensure compliance with Financial Procedures
- To carry out whatever other duties as may reasonably be required

## **PERSON SPECIFICATION**

### **Experience**

#### *Essential*

- At least two years' experience working as part of a busy finance team, either as a finance assistant or a finance officer
- Experience in an accounts payable role
- Understanding and demonstrating the ability to code invoices accurately, deal with invoice queries and investigate variances

#### *Desirable*

- Experience of using accounting software (training will be given) and CRM's
- Working in a finance team that uses purchase orders system

### **Knowledge**

#### *Essential*

- Basic understanding of accounting concepts, such as accruals and prepayments
- Understanding the importance of accurate record keeping and the impact on the wider organisation

### **Skills**

- IT proficiency (in particular in MS office Excel, Word and Outlook, Netsuite, Microsoft Dynamics)
- Be a highly organised individual with a focus on numeracy, accuracy and precision
- Ability to manage your workload autonomously and with an instinctive pragmatic and problem-solving approach
- Ability to communicate effectively and confidently to colleagues throughout the organisation
- Strong attention to detail, ability to consistently input accurate information into the accounting software and identify any errors
- Willingness to identify problems and suggest solutions, including providing advice on process improvements
- Ability to prioritise and meet deadlines
- Have a professional approach to relationships and standards of work

### **Education and Training**

- A level qualification (or equivalent)

### **Personal attributes**

- Strong personal motivation to work in the not for profit sector and an interest in Cruse Bereavement Support
- Enthusiasm to learn and improve processes
- Excellent attention to detail
- Willingness to be flexible and help in any task that furthers the aims of Cruse