



A better world through better relationships

## JOB DESCRIPTION

<b>Job Title</b>	Finance Officer
<b>Department</b>	Finance
<b>Line manager</b>	Director of Finance and Resources
<b>Direct Reports</b>	Nil
<b>Appointment term</b>	Permanent
<b>Key Relationships</b>	Budget holders, Training and Clinical Coordinators, Operations team
<b>Remuneration</b>	c. £26k
<b>Hours of work</b>	37.5 hours per week, Monday-Friday between 09:00-17:30
<b>Location</b>	Central London and hybrid/flexible working according to business needs and in line with organisational policies.
<b>Other requirements</b>	The role requires the completion of a DBS check at the appropriate level. The cost will be covered by TR.

### About Tavistock Relationships

**Tavistock Relationships** – A better world through better relationships.

Our **purpose** is to develop knowledge and new ways of supporting relationships.

Our **ambitions**:

1. Everyone can get the help they need for their relationships at all life stages.
2. Wider understanding of how relationship quality impacts our health and wellbeing.
3. Health and social care systems that recognise the importance of good relationships in our lives

### Our values

- A belief in the importance of family stability and emotional security.
- A commitment to social justice, inclusivity, and diversity in every area of our work.
- A belief in the importance of intellectual curiosity and rigour.
- An aspiration to be a learning community – growing understanding and being open to new ideas, developing new ways of working.
- A commitment to promoting excellence in the delivery of our services.



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## Purpose of the role

The Finance Officer is responsible for supporting the maintenance of financial and administrative services working closely with the Director of Finance and Resources, and our external finance/payroll providers, in order to meet legislative requirements and to support the operations of Tavistock Relationships (TR).

## Responsibilities

Responsibility	Task/deliverables
<b>Transaction Processing</b>	<ul style="list-style-type: none"> <li>• Ensure purchase invoices are correctly coded and approved for payment on Xero</li> <li>• Be first point of contact for customers in relation to finance queries</li> <li>• Maintain all day to day banking and prepare all payments in settlement of approved invoices.</li> <li>• Process expenses for all members of staff</li> <li>• Maintain financial records</li> <li>• Support the preparation and submission of returns to HMRC</li> <li>• Running any ad hoc reports for management, as requested</li> <li>• Assist budget holders with financial reporting to funders and other financial or budget enquiries.</li> </ul>
<b>Controls and procedures</b>	<ul style="list-style-type: none"> <li>• Complete reconciliations between Salesforce and Xero</li> <li>• Complete daily bank reconciliations</li> <li>• Complete regular balance sheet reconciliations</li> <li>• Support monthly credit card reconciliation process and payments</li> <li>• Lead on ensuring a strong internal control environment that is continuously improved, record keeping adheres to statutory timelines and systems and procedures are fit for purpose.</li> <li>• First point of contact for dealing with banking and credit card queries.</li> </ul>
<b>Projects and digital development</b>	<ul style="list-style-type: none"> <li>• Support data analysis, research, and modelling for organisational planning</li> <li>• Support project analysis, validation of change initiatives, and ad-hoc requests</li> <li>• Provide costing for bids for grant or service contract funding</li> <li>• Foster collaborative working with other teams</li> <li>• Take the lead in the administration of TR's group personal pension scheme. Ensure ongoing auto enrolment compliance</li> <li>• Ensure the charity takes full advantage of charity VAT reliefs and that gift aid is correctly reclaimed in a timely manner</li> <li>• Keep informed of appropriate developments within the sector</li> <li>• Undertake other duties consistent with the post and assist with other areas of work as required.</li> </ul>



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Corporate responsibility	<p>Maintain a social media profile and presence that is aligned to the TR profile as a credible and professional organisation.</p> <p>Proactive participation in organisational internal communication activity.</p> <p>Periodic reporting to support communication to the wider organisation including SMT and board committees.</p> <p>Manage all personal data and information in accordance with the provisions of the TR Data Protection handbook.</p> <p>Act in accordance with the provisions of the TR Health &amp; Safety policy, always ensuring safety of colleagues, clients, and students.</p> <p>Act in accordance with the provisions of the TR delegated authority matrix.</p>
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### Candidate specification

- Hold some level of accounting qualification, or actively study towards it
- Experience of accounting systems; knowledge of Xero is an advantage
- Experience of working with Approval Max, Stripe and Salesforce is desirable but not essential
- Previous experience of working in a similar role
- Confidence in using Microsoft Office software
- Excellent written and oral communication skills, including telephone manner
- Excellent organisational skills
- Attention to detail
- Effective time and workload management
- Ability to build and manage relationships with service users
- Ability to handle sensitive and confidential information
- Ability to work on your own and as part of a team