



## Role Profile

### Finance Officer

|                         |                                                       |
|-------------------------|-------------------------------------------------------|
| <b>Team:</b>            | Finance and Administration                            |
| <b>Reporting to:</b>    | Financial Controller                                  |
| <b>Responsible for:</b> | No direct reports                                     |
| <b>Location</b>         | Hybrid (3 days per week in the office after training) |

#### The role purpose

To take responsibility for maintaining the purchase ledger and income, ensuring payments are made in a timely manner and all bank transactions are properly recognised.

#### Overview of the Department/Team

We are a small team which:

- ensures the financial management of the charity by executing all finance activities in a timely and accurate manner,
- supports the wider organisation and key stakeholders in providing financial information as required,
- looks after our premises in Nottingham,
- provides central administration.

#### Key areas of accountability

- To input purchase invoices accurately using our Excel linked auto loader or where necessary manually.
- To prepare bank payment runs
- To monitor the purchase invoices mailbox and distribute purchase invoices for approval and authorisation.
- To download any online invoices and distribute for approval and authorisation.
- To reconcile supplier statements to supplier accounts.
- To record all banking transactions (income & expenditure) on our accounting software, Exchequer.
- To prepare and upload journals to Exchequer for income, expenses, merchandise sales, credit cards, rent and service charges and any other journals that may be required.
- To update the online stock system with stock purchases.
- To confirm receipt of income / payment of invoices & expenses to other departments as requested.
- To fulfil orders from our online shop and ensure invoices are issued promptly if required

- To monitor stock levels via a monthly stock count and reconcile to the online shop stock register
- To undertake any central administration tasks required or requested by the Financial Controller and the Director of Finance & Administration

### Corporate responsibilities

- **Safeguarding** –Safeguarding is at the heart of what we do and every member of staff has a duty ensure that they understand and follow safeguarding procedures to promote the welfare of our staff and service users.
- **H&S** –We are an employer who is committed to Health and Safety and you will have a role to play ensuring that we continue to embed a health and safety culture.
- **GDPR** – You will help ensure that we remain fully compliant of our obligations in respect of data.
- **Equal Opportunities** is a key value of Headway UK. Every member of staff has a personal responsibility to ensure that they behave in an inclusive way and contribute to our diversity goals.
- **You are an Ambassador for Headway UK** – We want all our staff, regardless of roles to be our Ambassadors, representing the charity and promoting the work we do.

# Person Specification

## Senior Finance Officer

| Qualifications                                                                                                                      | Essential/<br>Desirable | Assessment<br>Method<br>Application/<br>Interview |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------|
| AAT (full or part qualification)                                                                                                    | Desirable               | Application                                       |
| Finance related degree                                                                                                              | Desirable               | Application                                       |
|                                                                                                                                     |                         |                                                   |
| <b>Experience and Knowledge</b>                                                                                                     |                         |                                                   |
| Experience of using finance and accountancy software.                                                                               | Essential               | Application                                       |
| Experience of being responsible for inputting and maintaining purchase and sales ledgers.                                           | Essential               | Application                                       |
| Experience of contributing to the month end processing                                                                              | Essential               | Application                                       |
| Two years' relevant experience working in finance                                                                                   | Essential               | Application                                       |
|                                                                                                                                     |                         |                                                   |
| <b>Skills and Abilities</b>                                                                                                         |                         |                                                   |
| Highly organised                                                                                                                    | Essential               | Interview                                         |
| Good attention to detail                                                                                                            | Essential               | Interview                                         |
| Strong communication skills both verbally and in writing.                                                                           | Essential               | Interview                                         |
| Use of Microsoft 365 including Excel and Teams                                                                                      | Essential               | Application/Interview                             |
| Able to work as part of a team supporting and contributing to the overall success of the department                                 | Essential               | Interview.                                        |
| Able to manage your workload and priorities independently and without being prompted, working to team and organisational deadlines. | Essential               | Interview                                         |
|                                                                                                                                     |                         |                                                   |
| <b>Other</b>                                                                                                                        |                         |                                                   |
| Demonstrate a clear understanding of safeguarding (adults at risk)                                                                  | Essential               | Interview                                         |
| Demonstrate a clear understanding of equality of opportunity and diversity issues                                                   | Essential               | Interview                                         |
| Demonstrate a clear understanding of GDPR and the impact that it has on the role day to day.                                        | Essential               | Interview                                         |
| Demonstrate a clear understanding of health and safety.                                                                             | Essential               |                                                   |
| Appropriate workstation and set up to facilitate you working from home e.g. desk, adjustable chair etc.                             | Essential               |                                                   |

Please note this role is subject to a Basic criminal records check.