

## Finance officer – JOB DESCRIPTION

<b>POST:</b>	Finance Officer
<b>STARTING SALARY RANGE:</b>	£29,000 to £32,000 – pro-rata
<b>TERM:</b>	Permanent
<b>HOURS:</b>	Part time 15 hours per week ideally over 3–4 days
<b>QUALIFICATIONS:</b>	Part AAT qualified or equivalent
<b>ACCOUNTABLE TO:</b>	Finance Manager

### **JOB SUMMARY:**

The Finance Officer will provide effective and efficient day to day management of the finance function across the organisation.

### **GENERAL**

ReMind UK (formerly RICE) leads and collaborates on essential research and service delivery to improve the health and find effective treatment for those impacted by dementia and other related conditions.

ReMind UK is a cutting-edge research and treatment centre located in Bath, working in both clinical trial and academic research. We are an independent charity focused on essential research and provide support for people with dementia and other conditions of older age, their families and carers; dedicated to improving the quality of life of everyone involved. Our contracted NHS Memory Clinic service and post diagnosis activities also provide support to patients, families and carers.

ReMind UK has recently undergone a major rebrand and was formerly known as RICE – The Research Institute for the Care of Older people and you may see both names used in relation to this role and our wider activities during the phased transition.

### **THE ROLE**

The role would suit an experienced bookkeeper/finance officer who is able to and enjoys working with colleagues across a multi-disciplinary team. You will run our day-to-day finance functions in Xero, and its associated apps (Dext, Approval Max, Apron), and the monthly payroll in Sage working closely with the Manager. You will need experience of working in a busy finance function and have an ability to work on your own and to deliver competing priorities to deadlines.

Office or remote working environment with standard hours of work between 9.00am – 5.00pm, with 30 minutes lunch, and as with any busy finance role there will be cyclical peaks in workload.

### **KEY RESPONSIBILITIES**

- Ownership and management of the general ledger.
- Assist with the production of the management accounts preparation (prepayments, accruals, depreciation, monthly journals, deferred and accrued income)

- Obtaining authorisation from budget holders for expenditure using the Apps and managing the organisational purchase order system.
- Cash Management – Prepare and plan payments within timescales of Suppliers via BACS and monitor cash balances across accounts
- Accurate and timely processing of Invoices within accounting system Xero and associated Apps ensuring correct VAT categorisations.
- Process and pay staff and volunteer expenses in line with company policies.
- Managing Petty Cash transactions and reconciling within the accounting system.
- Issue sales invoices to customers based on services provided and track income from Clinical Trials, academic grants and charity grants and invoice accordingly.
- Reconciling all the bank statements within the accounting system.
- Prepare for banking and deposit cash and cheques received on a regular basis.
- Focal point of contact for any finance queries.
- Sales and purchase ledger credit control and maintaining suppliers' information.
- Prepare, reconcile, and submit quarterly and annual VAT returns.
- Account and reconcile all fundraising income between Xero and Beacon.
- Prepare, reconcile, and submit quarterly Gift Aid returns using Beacon.
- Assist with preparation of monthly payroll using Sage, ensuring timely payments to staff, HMRC, and pension provider.
- Maintain the fixed asset registers including depreciation.
- Assist with the annual statutory account preparation ensuring invoices are correctly filed and ready for inspection.
- Provide ad hoc support to the finance manager when required.
- Support with the development of new systems and procedures

#### **PROFESSIONAL & EDUCATIONAL RESPONSIBILITIES**

- Keep up to date with financial developments and best practice for companies, charities and not-for-profit organisations
- Comply with all ReMind UK policies and Standard Operating Procedures (SOPs) and mandatory training requirements.
- Actively pursue training opportunities in Charity Finance, VAT Legislation and other relevant areas.

#### **OTHER RESPONSIBILITIES**

- All ReMind UK staff must be eligible to work in the United Kingdom
- All staff are required to undergo full Disclosure and Barring Service (DBS) checks
- All staff are required to carry out other such duties as may reasonably be required for the smooth running of ReMind UK

#### **CONFIDENTIALITY AND INFORMATION GOVERNANCE**

Much of our work is of a confidential nature. All employees sign a confidentiality statement on commencement and termination of employment agreeing confidentiality must be maintained on any information – verbal or written – that is learned as part of our clinical activities and research programme.

#### **SAFEGUARDING ADULTS AND CHILDREN**

All staff have a responsibility to safeguard adults and children, which includes an understanding of and commitment to the relevant policies and procedures.

#### **HEALTH & SAFETY**

- All staff must comply with Health and Safety legislation, policies and practice.

- ReMind UK positively promotes health. Smoking is prohibited in ReMind UK, on the Royal United Hospitals site and on NHS premises.

## EQUAL OPPORTUNITIES

ReMind UK is committed to equality of opportunity in the workplace.

## PRIVACY NOTICE

For us to carry out our activities and obligations as an employer, we need to collect information about your actual or potential employment with us. However, we recognise the importance of your privacy and ReMind UK is committed to ensuring that your privacy is protected.

If your application is successful, we keep your relevant data throughout your employment with us.

If your application with is unsuccessful we will hold your information for 6 months from the end of the recruitment period.

You can find a full copy of our privacy notice on our [website](#).

## ANNUAL REVIEW AND APPRAISAL

The post holder will agree annual objectives in line with ReMind UK annual review and appraisal practice

## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Experience in a finance role within a small charity (approx. £1m turnover).</li> <li>• Proficiency in Xero and Sage Payroll, with solid knowledge of PAYE/NI and gift aid.</li> <li>• Knowledge of VAT applications for charities, with external advisory support available.</li> <li>• Strong communication skills, and an understanding of charity financial regulations.</li> <li>• Proficient user of MS Office</li> <li>• Flexible in their approach and ability to work as part of a team.</li> <li>• Part AAT qualified or similar qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in health and research charities.</li> <li>• Knowledge of SORP (The Charities statement of Recommended Practice)</li> <li>• A current clean driving license with insurance for business use.</li> </ul>

## Closing Date and Interviews

Closing date for applications: 28<sup>th</sup> February 2025

Interview date: Tuesday 11<sup>th</sup> March 2025

Please note applicants will only be contacted if they have been shortlisted for an interview