



Finance Officer

HopeWorks started over 30 years ago under the name of the King's Arms Project as a response to seeing people sleeping rough on the streets of Bedford. Founded on the Biblical mandate for social justice, we have grown into a charity which works with the local community and National Government. We provide professional advice, innovative solutions and person-centred care to those at risk of homelessness and social isolation.

Our Vision

Every person thriving in a place they call home, living a fulfilling life in community

Our Mission

To tackle homelessness, displacement and social isolation by

- Providing opportunities for people to thrive and have a home
- Connecting people into meaningful communities.
- Demonstrating the love of Jesus
- Advocating for Justice

Our Values

Hope – We believe there is hope for everyone, always

Community – We all thrive when are connected in community

God is Good – We depend on God and His goodness for everything we do

Learning & Excellence – By seeking to learn, listen and grow we are better able to achieve excellence in all that we do



JOB DESCRIPTION

Hours:	40 hours per week
Benefits:	Pension Scheme, Life Insurance, Employee Discount App
Accountable to:	Head of Operations
Line Manager:	Finance Manager
Holiday:	25 days per annum + bank holidays
Probation:	6 months

SUMMARY OF POST

Key internal relations: Finance Manager, Head of Operations, CEO, Executive Assistant to the CEO, internal budget holders.

Key external relations: Accountant, HopeWorks appointed auditors, external finance departments of funders and contract holders, suppliers.

The role of Finance Officer sits within the Operations department of a growing Charity. Reporting to the Finance Manager, this role is an ideal opportunity for someone seeking to develop their career within the finance industry.

You will be keen, hard working with an eye for detail and an ability to analyse financial data and present findings. Working together with the Finance Manager, you will complete key processes, including but not limited to, credit control, reporting and monitoring cash flow.

MAIN DUTIES & RESPONSIBILITIES

Working together with the Finance Manager, the role will include:

- Cash flow management in conjunction with the Finance Manager.
- Process invoices and expenses weekly and assign to the correct accounts onto accounting software.



- Processing all donations that come through the various platforms, including assigning to the correct accounting department and producing monthly reports for the Fundraising team.
- Claiming gift aid on all relevant donations through our CRM, then entering onto accounting software, working with the Fundraising Manager regarding missed opportunities.
- Entering Housing Benefit payments onto accounting software and working with the Accommodation team to make sure these are assigned to the correct houses.
- Managing and processing requests relating to ACTS 435 client grants, including making sure funds are received and spent correctly and reconciling on accounting software.
- Ensuring the charity is in line with financial best practice and championing the correct application of procedures.
- Work with HopeWorks' Accountant and appointed auditors to produce timely and accurate information for the annual financial audit.
- In conjunction with Finance Manager reconciling all HopeWorks bank accounts.
- In conjunction with the Head of Operations and Finance manager, identifying areas of costs savings including monitoring subcontractors, regular spending patterns and informing senior management if cash flow is at risk of being compromised.
- Overseeing and implementing the company credit card system including processing payments, reconciliation on accounting software, oversight of users and supporting staff with any queries.
- Updating Filing systems and keeping them accurate.
- Review and update Finance policies in conjunction with the Finance Manager.

ADDITIONAL DUTIES & RESPONSIBILITIES

- Maintaining working practices that reflect the overall ethos and vision of HopeWorks, including following our policies, procedures and code of conduct.
- Respecting and supporting the whole HopeWorks staff team, contractors and volunteers



- Taking responsibility for your own workload and your own personal development
- To actively participate in supervision sessions (1-2-1s, team meetings and annual reviews).
- Attending and being involved in team meetings, training, and social activities, as well as all personal development meetings, including supervisions.
- In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of HopeWorks.

PERSONAL QUALITIES

The Finance Officer is especially suited for someone who fits the following description:

Experience and knowledge of:	Essential:	Desirable:
Significant experience of using and developing the use of accounting software such as Xero.	✓	
At least 2 years finance experience, ideally in the Charity Sector.		✓
Experience of developing financial systems and processes.		✓
Experience of providing information for an annual financial audit and working with external auditing processes.		✓
Experience of payroll processes.		✓
Qualifications:		
Hold a relevant finance qualification i.e. CIMA/ACCA/ACA qualification.		✓
Skills:		
Clear communicator with an eye for detail.	✓	
A high degree of personal organisation with the ability to prioritise.	✓	
Ability to analyse and interpret financial data and to present findings to Head of Operations/Accountant.	✓	



Excellent IT skills including the ability to use Excel for financial purposes.	✓	
Excellent IT, verbal and written communication skills with clients, colleagues and professional agencies.	✓	
Good time management skills, including the ability to prioritise and plan work to meet deadlines.	✓	
Be able to demonstrate initiative and creativity in finding solutions-orientated thinking to complex issues.	✓	
General:		
Ability to maintain a healthy work / life balance	✓	
Be committed to Equality and Diversity, willing to learn and take on responsibility	✓	
Be positive, patient and adaptable under pressure	✓	

This post would require a DBS check and the taking up of two references.

PERSONAL DEVELOPMENT

We are committed to supporting continuous learning and professional growth. In this role, you will be expected to:

- **Participate in onboarding training and role-specific training** to ensure you have a strong foundation in HopeWorks culture and policies.
- **Engage in ongoing development opportunities**, including team training, team meetings, workshops, courses, and regular supervision.
- **Stay current with best practices**, applying new knowledge to improve our services.
- **Collaborate with your manager** to identify individual learning goals and create a personalised development plan.
- **Contribute to a learning culture** by sharing insights, attending team learning sessions, and supporting peer development.