



Join us in changing the world for street children

Job Title: Finance Officer

Salary: Circa £28k pa

Hours: Full time/35 hours per week

Location: Milton Keynes office with home working approx. 60/40 after a successful probation period

Purpose of the role

- To support the work undertaken by the Director of Finance and Resources in processing financial transactions and providing financial information and reporting.
- To support the work of the International Programmes team in monitoring and evaluating the financial aspects of overseas activities
- To provide administrative support to the charity.

Main duties and key responsibilities

- Process financial and other transactions in an efficient manner and provide financial information, reporting, statutory returns, and other such functions as required.
- Post purchase invoices on the accounting system and obtain appropriate authorisation.
- Obtain, check, and keep up-to-date supplier bank details and process payment runs on a timely basis.
- Reconcile purchase ledger and supplier statements taking action where necessary.
- Import donation data from the supporter database into the accounting system and reconcile against banking.
- Bank incoming cheques and cash on a daily basis in liaison with the Marketing and Fundraising department and others as needed.
- Reconcile bank accounts, posting miscellaneous transactions where necessary.
- Process petty cash expenditure, receipts and reimbursements.
- Process standing order and direct debit income in the supporter database.
- Produce the gift aid return on a monthly basis.

- Answer queries from other departments about financial information.
- Assist in the production of monthly management accounts.
- Carry out any other financial transactions and provide other financial management and reporting information as may be required from time to time.
- Maintain the fixed asset inventory.
- Archive financial records.
- Upload and update partner information in project management software and use to create analysis and visuals.
- Support the IP team in developing budgets for grants proposals and financial analysis,
- Perform grant officer functions for institutional grants.
- Ensure partner compliance with financial aspects of Toybox funding agreements.
- Support the Director of Finance and Resources in foreign exchange transaction planning and execution.
- Assist with answering phone calls received in the office.
- Assist with outgoing post.
- Day-to-day database maintenance tasks to maintain the accuracy and completeness of the database.

Other

- Be innovative in your work, spending up to 10% of your time on innovation projects.
- Assist the Director of Finance and Resources in other activities such as reporting or administration as appropriate.
- Undertake such professional development and training required to fulfil the role.
- Attend and participate fully in meetings as required.
- Undertake such travel as may be required to fulfil the role.
- Perform adhoc duties as required.
- Provide cover for others as needed.
- Undertake any other tasks that may reasonably be regarded as appropriate for a role of this nature within the organisation.