

ZARACH JOB DESCRIPTION

FINANCE OFFICER

January 2025

KEY INFORMATION

Salary	Starting at £30,000 with progression up to £34,000 p/a (FTE)
Hours	22.5 - 30 hours per week (0.6-0.8 FTE)
Reporting to	Finance Manager
Holidays	36 days (including bank holidays) pro rated
Location	Hybrid between Leeds warehouse and home location

MAIN AIMS OF THE ROLE

- Champion and demonstrate a commitment to the pursuit of Zarach's social mission and values.
- To deliver the day to day finance administration to a high standard.
- To prepare the monthly payroll process.
- To support the Finance Manager in monthly, quarterly and annual financial procedures.
- To provide high quality service to all stakeholders that includes Zarach staff and trustee team, volunteers, third party suppliers and donors and beneficiaries.

KEY DUTIES AND RESPONSIBILITIES

FINANCE

- Ensuring purchase invoices are approved by the correct budget holder in line with the Financial Standing Orders.
- Responsibility for timely and accurate recording of purchase invoices and where they are coded to on the nominal ledger.
- Ensure due diligence checks are completed for new suppliers.
- Responsibility for raising all bank payments before their deadline, ensuring bank details and amounts to pay are accurate and they are approved correctly.
- Monthly bank reconciliations, ensuring any variances are investigated.
- Prepare monthly card spend reconciliations, ensuring all receipts are on file and the form is reviewed by the staff member and approved by their Line Manager.
- Monthly preparation of staff payroll as advised by the Finance Manager, ensuring correct submissions are made to HMRC and pension providers.
- Responsibility for ensuring we have adequate supporting evidence on file for all income. This will require downloading reports from various giving platforms, categorising income and communicating with the Office Administrator and Fundraising teams.
- Responsibility for maintaining the Fixed Asset Register.
- Ensuring restricted income and expenditure is categorised correctly on Xero.
- Assist the Finance Manager with monthly financial procedures, such as journals, reconciliations, gift aid claims, cashflow and management accounts.
- Support the Finance Manager with the year end statutory accounts and external audit.
- Support the Finance Manager with finance-related activities related to HR activities, e.g. new starters and those leaving.
- Support the Finance Manager with ad hoc tasks, such as reviewing suppliers for tender and reviewing banking arrangements.
- Managing the finance@ email inbox and dealing with adhoc questions from internal and external stakeholders.

GENERAL

- To be a champion and ambassador of the mission and values of Zarach in all aspects of work and in all interactions with Zarach stakeholders.
- Attend a quarterly (or other agreed frequency) 1-1 meeting and annual appraisal with your line manager to support you in fulfilling your duties and responsibilities and in reviewing your progress against set objectives.
- Attend required meetings (internally and externally) that support the development of Zarach, its team, ways of working and relationships with stakeholders.
- Identify and attend training that will support you in fulfilling your duties and responsibilities and professional development and in ensuring that Zarach meets legal and best practice standards.
- Follow all Zarach policies and procedures and terms of your contract.
- Undertake any other reasonable duties that supports the fulfilment of the main aims of this post and the ongoing development of Zarach.