

<b>Job title:</b>	<b>Finance Officer</b>
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Hope and Vision Communities is a small charity providing supported, move-on accommodation for people who have successfully completed residential rehabilitation. We have a Christian ethos, where everyone can be loved and accepted with a sense of belonging, with the hope and opportunity of a new life. We are growing to expand who we can help to other geographical areas.

We are looking for a Finance Officer to work closely with our management team to assist, develop and manage the Charity Finances to support the team across all its operations. If you are excited by this opportunity and helping us and being a crucial support for Hope and Vision Communities to take us to the next stage in our growth, we would love to hear from you.

In return we will give you support to succeed, a great group of people to work with and the chance to make a real difference to the people we support.

**Name of Job Holder:**

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**Starting Salary:** £28,000 -30,000 Part Time (£14,000-15,000 Pro rata)

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**Reporting to:** Chief Executive Officer

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**Responsible for:** Payments, Invoicing, budgets, forecasting

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**Key Relationships:** Chief Executive, Head of Operations and Development, Head of Fundraising, Head of Key working, Bookkeeper and Accountant

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**Date:** October 24

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*(When last updated)*

**MAIN PURPOSE OF JOB:**

- To join and support the senior management with financial operations of the charity.
- Collaboration with the bookkeeper and senior management to create supporting financial documents.
- Making and requesting Payments with accurate record keeping

**MAIN OUTCOMES OF THE JOB:**

OUTCOME	ACTIONS
Efficient financial operations of the charity	<ul style="list-style-type: none"> <li>• Supporting the senior team to prepare monthly management accounts and annual reports in collaboration with the senior team and our bookkeeper and accountants.</li> <li>• Creating and updating budgets and forecasts for overall operations, fundraising and presentation to the Trustees.</li> <li>• Management of the finance@ email address responding to incoming</li> </ul>

OUTCOME	ACTIONS
	communications. <ul style="list-style-type: none"> <li>• Overseeing the Payroll submission and payments in collaboration with the payroll company.</li> <li>• Attending training as appropriate and/or necessary.</li> </ul>
Development and delivery of new projects	<ul style="list-style-type: none"> <li>• Preparation of project budgets, forecasts etc to support decision making and fundraising applications in collaboration with the senior team.</li> <li>• Preparation of Housing Benefit Schedules for new properties.</li> </ul>
Payments are made and received	<ul style="list-style-type: none"> <li>• Submission of HMRC Gift Aid claims.</li> <li>• Housing benefit applications and management of claims and payments in collaboration with the key working teams.</li> <li>• Paying incoming invoices and accounts ensuring accurate records are kept.</li> <li>• Preparing invoices to be sent for payment, ensuring accurate records are kept.</li> </ul>
Effective and efficient systems	<ul style="list-style-type: none"> <li>• To be involved in the development and implementation of systems and processes to constantly improve our services.</li> </ul>
Good communication with the team and proactive attitude to work.	<ul style="list-style-type: none"> <li>• Providing the management team with service update for monthly reporting to the board of Trustees.</li> <li>• Actioning relevant actions from these meetings and supervision in collaboration with the senior team</li> </ul>

**ADDITIONAL RESPONSIBILITIES**

- Any other task, as directed, commensurate with the grade of the post.

**Working conditions (e.g., hours of work, any travelling required etc):**

- Part time (20 hours) per week, permanent post - There may be future opportunities to Full time position.
- 25 days annual leave per year pro-rata, plus bank holidays
- You will be expected to travel to see residents (and employers, voluntary placements, etc) within the local area as part of your role.
- Pension in line with government auto-enrolment legislation

*This job description is not meant to be exhaustive and is subject to annual review and amendment, by consultation.*

**PERSON SPECIFICATION**

**Job Title: Finance Officer**

<b>QUALIFICATIONS &amp; EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Financial management / book-keeping qualification AAT Technician / Level 4	*	
Experience of Finance / Accounting software packages	*	
Experience of Xero Accounting package	*	*
Experience with MS Word		*
Experience of payroll administration	*	
Experience of managing the finance function in a small/ medium-sized organisation		*
Experience in the not-for-profit sector		*
Experience of administering Inland Revenue Gift Aid claims		*
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
High level numerical skills and good level of literacy	*	
Ability to enter and extract financial data and information accurately and efficiently	*	
Ability to construct and work with Excel spreadsheets (e.g. formulas, functions etc)	*	
Ability to produce management accounts and cash flow forecasts	*	
Ability to present financial and written information clearly, accurately and to a standard appropriate for external presentation	*	
Ability to be part of and direct the work of a small team	*	
Ability to work unsupervised and on own initiative	*	
Good organisational skills with the ability to manage multiple priorities, plan and allocate work	*	
Understanding of issues faced by those recovering from addiction		*
Ability to deal patiently, sensitively and effectively with service-users, staff and external agencies	*	
Demonstrated leadership abilities		*

<b>OTHER REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Full UK driving licence		*
Demonstrated commitment to upholding and promoting equal opportunities	*	
High personal and professional standards	*	
Support of a local church or 12 step fellowship		*