

JOB DESCRIPTION

Job Title	Finance Officer (Expenditure)
Department	Finance
Reporting to	Financial Accountant
Line Manages	N/A
DBS check requirement	Basic
Location	Avonmore Road, London W14 8RR (with hybrid working)

Our vision

Every older person can afford to live well.

Our mission

We stand with older people in financial hardship, offering urgent help today, and shaping a fairer, more secure tomorrow.

JOB PURPOSE

Responsible for the management and accounting of all expenditure by the charity ensuring that all transactions are accurately processed in a timely fashion. To work collaboratively with the wider Finance team including fellow Finance Officer (Income) and support the Financial Accountant in the day-to day running of accounts payable.

KEY RESPONSIBILITIES

- Take responsibility for all aspects of the Purchase ledger.
- Maintain the Finance inbox ensuring all invoices and expenses claims are dealt with in a timely manner.
- Manage general Finance related queries and coordinating queries within the Finance team for actioning.
- Forward supplier invoices to the relevant budget holder for review and approval.
- Process supplier invoices, staff, volunteer and Trustee expense claims, ensuring appropriate approvals and supporting documentation are in place.
- Prepare and execute fortnightly payment runs from the Purchase ledger via BACS and issue remittance advice.
- Set up and maintain supplier accounts on Sun accounts in line with agreed internal processes.
- Maintain authorised signatory records and coordinate updates when required.
- Manage payments to individual grantees and organisational grant payments in line with the agreed process.
- Maintain direct debit payments schedule and allocate monthly payments to suppliers' accounts.

- Manage the charity credit cards, ensuring monthly statements are accurately coded, authorised and posted.
- Process and manage charity credit card applications.
- Prepare ad hoc expenditure reports from the finance system as required.
- Prepare any nominal journals required for the recording of expenditure transactions.
- Support the Financial Accountant in the month end close process by producing supporting journals in a timely and accurate manner.
- Prepare balance sheet reconciliations.
- Assist with the annual financial audit preparation as requested by the Financial Accountant and Head of Finance.
- Work closely with and provide cover for fellow Finance Officer (Income) during periods of sickness and absence.

General

- Support the Head of Finance, Financial Accountant and other members of the Finance team and work collaboratively within the wider team.
- Monitor the finance mailbox and post.

General Responsibilities

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Model and embed Independent Age's values and behaviours.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.
- Undertake any other duties commensurate with the level of the role.

How We Work

At Independent Age, we live by our values and EDI principles.

Our **values** are:

- **Trusted** - a culture based on reliability and mutual respect
- **Empowering** - an inclusive approach that helps people thrive
- **Transformative** - a commitment to meaningful, intentional change towards shared goals

To put our **EDI Principles** into practice, we will:

- proactively challenge ageism and all other forms of inequality and discrimination throughout all our work.
- celebrate and champion diversity within and outside our charity.
- create a culture where everyone knows that they belong.
- ensure our leaders act as role models and champions.

- promote equity of opportunity for our staff, volunteers and the people who use our services.
 - ensure our EDI plan is integral to our annual planning processes to ensure that we deliver our goals.
 - collect data on diversity and inclusion to enable us to inform our work and review our progress and impact.
 - be accountable and transparent about our progress.
 - use our influence to proactively champion EDI internally and with external partners.
 - continuously improve, adopt best practice and learn from and share with others
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PERSON SPECIFICATION

Knowledge and experience

- Experience of processing purchase ledger transactions
- Excellent communication skills including the ability to explain financial matters to non-financial colleagues
- Experience of using finance systems and deriving reports
- Experience of working in the charity sector would be an advantage
- Experience of Sun and Vision (Q&A) an advantage
- Experience of Salesforce an advantage

Skills and attributes

- Broad experience of, and good skills in, the use of Microsoft Office Excel, Outlook and Word
- Highly organised with the ability to plan and prioritise own workload, juggling tasks and meeting deadlines based on the finance cycle, particularly month-end, quarterly returns and year-end.
- A high degree of attention to detail, including techniques to check own work.
- Pro-active can-do attitude, with the desire to get things done, make improvements and to provide a high level of service to colleagues.
- Ability and willingness to learn and develop new skills and knowledge and to step in and pick up different tasks as needed as part of a small team, including the using AI as a tool for improvement.
- Excellent communication skills including the ability to communicate confidently with finance and non-finance colleagues, including at Senior Management and Trustee level, ability to be discreet and maintain confidentiality.
- Able to write clear and concise formal / business English.
- Strong commitment to our values and our values-led behaviours.
- A demonstrable passion for, and affinity with, our cause.