

## JOB DESCRIPTION

<b>Job Title</b>	<b>Senior Finance Officer</b>
<b>Department</b>	<b>Finance</b>
<b>Reporting to</b>	<b>Head of Finance</b>
<b>Line Manages</b>	<b>N/A</b>
<b>DBS check requirement</b>	<b>Basic</b>
<b>Location</b>	<b>Avonmore Road, London W14 8RR (with hybrid working)</b>

### JOB PURPOSE

This is a varied new role reporting to the Head of Finance and supporting them and their team with month-end close, budget holder reports and management accounts, year-end and audit, Board Committees, management of the finance system and administration of investments and banking.

### KEY RESPONSIBILITIES

- Work with the Head of Finance, Financial Accountant and Finance Officers to ensure a timely, accurate month-end close with all accounts reconciled.
- Produce, check and distribute the monthly budget holder (cost centre) reports in line with the reporting cycle and support with the preparation of monthly management accounts.
- Day to day management of the accounting system structures and interfaces to other applications, for example CRM system/ADP payroll system / MTD.
- Review/check timely and accurate payment runs, working with the Finance Officers and deputising if required.
- Ensure investment gains/losses are recorded and reconciled for the charity's investment portfolio.
- Oversee investment administration including Know Your Client checks and managing transfers.
- Oversee bank account administration ensuring signatories and access are up to date and appropriate.
- Working with the grants team to ensure commitments are accounted for correctly and cashflow requirements appropriately planned and met.
- Assist with cashflow forecasting and reporting and managing investment draw-down requirements.
- Work with the Fundraising team, understanding the different pipeline reports and keeping the Finance team apprised of upcoming projects and risks.
- Assist with preparing supporting schedules and documentation for the Annual Financial Statements, including tracking the audit plan, audit preparation, provide information to the auditors and support with queries.
- Work with the Financial Accountant to review Gift Aid claims and VAT returns.
- Ensure systems notes and procedures continues to be documented in the Finance

Procedures Manual, working with other team members to ensure consistency. Propose and implement systems improvements as appropriate.

- Take the minutes for the Finance Audit & Risk Board Committee and Investment SubCommittee.
- Any other duties commensurate with the grade and responsibilities of this post.

### General

- Support the Head of Finance, Financial Accountant and other managers in their roles, and act as an alternate for the Finance Officers as required.
- 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.

## PERSON SPECIFICATION

### Knowledge and experience

- Good understanding of bookkeeping / double-entry and of financial and management accounts.
- A demonstrable understanding of charity accounting technicalities and recommended practice gained from working in the sector.
- Part-qualified accountant or equivalent.

### Skills and attributes

- The ability to construct clear spreadsheets, which can be easily understood and used by non-Excel experts – combined with Advanced level excel skills (VLOOKUP, Pivot tables) for use when necessary.
- 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.
- An understanding of the importance of confidentiality.
- Able to write clear and concise formal / business English, including the ability to summarise conversations into Committee meeting minutes and to lay out the steps in a process clearly and concisely.
- Strong commitment to our values and our values-led behaviours.
- A demonstrable passion for, and affinity with, our cause.