

**Job Title:** Finance Officer

**Location:** Southampton

**Contract type:** Permanent

**Hours per week:** 22.5 hours pw, between Monday-Friday – office based with potential for home working

**Salary:** £24,586 to £29,465 FTE

**Reporting to:** Finance Manager



**Preventing and  
Responding to  
Domestic and  
Sexual Abuse**

At Yellow Door our vision is for a world where adults, families, young people and children can live without experiencing domestic and sexual abuse and the resulting devastating impacts.

With an amazing team of around 100 employees and volunteers Yellow Door is an amazing charity that changes lives for the better by working together to prevent and respond to domestic abuse in the Southampton area. We provide a diverse and innovative range of services to local people of all ages and genders. Last year we engaged with over 4,500 clients to provide crucial support, information, and in some cases a lifeline.

Yellow Door provides an exceptionally rewarding work environment. We are dedicated to supporting clients who have experienced trauma, which makes it crucial for every team member to approach their role with empathy and inclusivity. Additionally, a high level of resilience and effective boundary management is required to enable us to make the most positive impact in the lives of the clients we serve.

Our Finance Officer role is a vital part of our valued team. The finance function is integral to the effective operation of the organisation. Managed well it enables us to assess our financial stability and understand our capacity for growth and long-term success.

### **Key Responsibilities for the role:**

- Extracting relevant information from funding agreements to aid accurate and timely invoicing
- Reconciling accounts receivable and chase payments where necessary
- Raise purchase orders when requested
- Raise purchase invoices (linked to purchase orders if appropriate) in a timely and accurate manner, providing approvals for sign off
- Process payment runs on a timely basis
- Reconcile accounts payable and review payments if necessary
- Reconcile bank accounts regularly including a final month end reconciliation for monthly reporting
- Process monthly payroll alongside Administration Manager and Head of Finance
- Ensure HMRC & NEST payments and gift aid claims are undertaken in a timely manner
- Process petty cash expenditure, receipts and reimbursements on a monthly basis and reconcile to QuickBooks
- Monthly reconciliations for all balance sheet accounts
- Manage pension with NEST
- Answer queries from other departments about financial information
- Assist in the production of monthly management accounts, annual budget and statutory reporting
- Monitor the finance mailbox
- Keeping accurate and organised records for Audit
- Ad hoc finance related tasks

## Person Specification

<b>Relevant experience</b>	Qualified or part qualified accountant or Bookkeeper – ideally an AAT Level 3 Certification in Bookkeeping
	Qualification by experience considered
	At least three years’ experience within a similar role
	Experience in the not for profit sector preferred
<b>Skills</b>	Highly proficient in MS Office products – especially excel
	Sound understanding of accounts management systems – QuickBooks desirable
	Highly numerate and an understanding of accounting principles
	Excellent spoken and written English
<b>Personal attributes</b>	Attention to detail, accuracy and ability to check own work
	Self-motivated and hard working
	Reliable, honest and determined
	Well-organised and able to prioritise
<b>Alignment to values</b>	<p>Our values and the way we behave in order to demonstrate them in our day to day interactions makes us who we are as an organisation. We expect every member of our team to embrace them, uphold them and call each other out when they experience behaviour that does not align to them because staying true to these values makes us an amazing team to work with. They are:</p> <p><b>Compassion:</b> Empower with honesty, humility and kindness</p> <p><b>Integrity:</b> Do the right thing, even when it not easy</p> <p><b>Inclusiveness:</b> Strive to break down barriers</p> <p><b>Collaboration:</b> Work together to offer the best possible service</p>

This job description is indicative of the range of current duties and responsibilities for the post, it is not comprehensive. It is inevitable that the duties will change to reflect organisational change and it is essential therefore that it is regarded with a degree of flexibility, so that changing needs and circumstances can be met. All changes will be discussed with the post holder. The job description for this post will be reviewed annually.

**This role involves regulated activity. To be considered, candidates must meet all eligibility, application, and qualification requirements as stipulated by the regulatory authority. Additionally, applicants are required to complete an enhanced Disclosure and Barring Service (DBS) check in accordance with Safer Recruitment practices.**