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| Job title: | Finance Officer |
| Responsible to: | Executive Director / Treasurer |
| Line Management | None |
| Hours of work: | Part time, 25 hours per month with flexibility to work additional hours on an ad hoc basis if required |
| Remuneration | £15/hour |
| Location: | Bristol-based office-flexible working available with at least 1 full day in the office per week |

Purpose of the Role

To coordinate the day-to-day running of the finance function, with particular focus on accounting for income.

Key Responsibilities

Accounting and Financial Management

- Maintaining accurate accounting records (in Quickbooks) in respect of all income received by the CIC, including income, funding and ancillary revenue.
- Supporting the creation of the yearly budgets with purchase order numbers, cash flows and maintaining throughout the year
- Reconciling income records in Quickbooks to income records on a monthly and year-to-date basis.
- Maintaining an accurate purchase ledger, processing all invoices received, and payments made.
- Reconciling the creditors balance on a monthly basis.
- Assisting in the maintenance of banking records, communicating income received with the fundraising team, board and executive director as required.
- Undertaking payments to suppliers as required by the executive director.
- Commitment to maintaining confidentiality in relation to key financial records, including payroll.
- Working in accordance with the CIC's financial procedures.
- Liaising with the CIC's finance auditors as required.
- Preparing reports for board meetings and undertaking any other ad-hoc financial reporting as required.
- Any other administrative duties as requested by the Executive Director.



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Person specification

Please note that the person specification is indicative and not prescriptive, the balance of duties will vary in accordance with business need but within the confines of the contract of employment.

| Criteria | Essential | Desired | Method of Assessment |
|--|-----------|---------|-------------------------------|
| Qualifications | | | |
| Accounting Technician Qualification (AAT) or similar experience | x | | Application form/CV |
| Experience | | | |
| At least two years' experience working in bookkeeping/finance function | | x | Application form/CV/Interview |
| Working knowledge of finance packages(Sage, Xero, Quickbooks) | x | | Application form/CV/Interview |
| Demonstrate excellent written and verbal communication skills | x | | Application form/CV/Interview |
| Demonstrate excellent numeracy skills | x | | Application form/CV/Interview |
| Experience of working for a charity | | x | |
| Highly competent in the use of Microsoft Office packages | x | | Application form/CV/Interview |



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| Personal Attributes | | | |
|--|---|--|----------------------------|
| Enthusiastic, imaginative, and energetic with a 'can do' attitude | x | | Application form/Interview |
| An inquisitive mind, with the ability to problem solve | x | | Application form/Interview |
| Ability to confidently work as part of a team or individually | x | | Application form/Interview |
| Excellent interpersonal skills, working well with people | x | | Application form/Interview |
| A shared passion for the work of the organisation in the community | x | | Interview |
| Excellent organisation & time management skills | x | | Interview |

Applications:

All applications should send a CV and use a cover letter to address the job description point by point. This should take up no more than 3 sides of A4. Name and job role should be on each sheet.

Applications should be sent to admin@stpaulscarnival.org.uk by **20/09/24**