**Finance Officer Job Description**

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| Job title | Finance Officer |
| Responsible to | CEO (Chief Executive Officer) & Board of Trustees |
| Salary | Full time equivalent £29,269 - £31,364, (National Joint Council scale 6 – points 18-22) |
| Benefits | Pension scheme, Cycle to Work Scheme, flexible working |
| Hours of work | 14 hours per week |
| Location | Womankind, 3rd Floor Brunswick Court, Brunswick Square, Bristol, BS2 8PE |

**Main purpose of the post**

The Finance Officer will be part of Womankind’s staff team based in central Bristol. She will be highly organised, and with the support of Womankind’s Chief Executive Officer, Fundraiser and Administration team she will be responsible for the day-to-day administration and maintenance of Womankind’s financial records and bank accounts by using the relevant software systems to record all transactions, ensuring that Womankind’s financial policies and procedures are followed.

The post holder will uphold the values and good name of Womankind and represent charity in a way that is consistent with its philosophy and ethos.

**Key Tasks and Responsibilities**

1. **Financial administration and book-keeping**

* Process all transactions to the accounts system in a timely manner and file all related paperwork.
* Maintain and enter data into the organisation’s accounting software including accurate allocation of income and expenditure.
* Monitor expenditure including restricted funds, petty cash and volunteer expenses.
* Raise invoices for services and process authorised invoices for payment.
* Raise BACS payments to partner agencies, contractors and suppliers and arrange for the necessary second authorisation.
* Ensure that all cheques/payments received are acknowledged/receipted as appropriate and are paid into the appropriate bank account within agreed timescales.
* Manage individual giving administration ensuring that all donations and income are correctly recorded, tracked, and thanked.
* Liaise with the Fundraiser to claim Gift Aid by compiling information needed.
* Ensure relevant purchases and supplies are ordered within authorised limits and paid for within required timescales.
* Monitor the contract funding received and work with the fundraiser and CEO to ensure that correct amounts are claimed and drawn down from funders/commissioners.
* Monitor the PayPal account and use this for authorised expenditure where BACs payments cannot be used – e.g. for purchase of train fares or supplies.
* Monitor creditors and debtors to ensure that overdue accounts are resolved within acceptable timescales.
* Schedule payments via the online banking system.
* Reconcile all bank statements (including PayPal and petty cash) against the financial information on a regular (at least monthly) basis.

1. **Reports**

* Produce monthly reports for the CEO and Board of Trustees, budget v actual or as required.
* Produce a 12-month cash flow forecast with quarterly review and update.
* Support the Fundraiser and CEO with any required financial reports and budgets for funders.

1. **Payroll and personnel records**

* In consultation with the CEO, prepare all necessary information for authorisation of the monthly staff payroll, and run the payroll internally using the agreed software.
* Administer payroll, pension etc. for new staff and leavers by the agreed pay date using the payroll software.
* Undertake the monitoring of staff absences that have implications for their pay, ensuring that Statutory Sick Pay, Maternity Pay, any other Statutory Pay and associated Womankind company pay is paid according to the limits currently in force.
* Ensure that appropriate reclaims are made on behalf of Womankind as an employer, in respect of Employment allowance, Statutory Sick Pay and Maternity Pay etc.
* Calculate and monitor holiday allowances, reviewing, when necessary, changes to staff hours etc.
* Ensure that the necessary records and payments due are submitted to HMRC and to Womankind’s appointed pension provider within the required timescales.
* Ensure that other agreed deductions from staff pay are passed to the appropriate organisation, e.g. for Union subscriptions or Credit Union accounts, attachment of earnings, Cycle to Work scheme.

1. **General/other**

* Work with the CEO and Fundraiser to prepare the draft annual budget.
* Work with the Treasurer to prepare the figures for Womankind’s draft statutory annual accounts, according to the format required by the Charity Commission’s current statement of Recommended Practice (SORP).
* Complete the annual audit process by preparing information required from the financial systems for the audit and liaise with Womankind’s accountant.
* To assist staff with day-to-day financial issues, budget monitoring and reporting.
* To keep up to date with relevant finance related legislation, policies, and practices and to disseminate this information as appropriate.
* To work as an effective member of the whole Womankind team, giving and receiving support, working co-operatively, and attending team meetings, line management and other in-house meetings as required, including the Annual General Meeting, Staff Away Days and organisational trainings.
* To attend appropriate training courses and CPD.
* To always work within Womankind’s policies and procedures.
* Undertake other duties and responsibilities in keeping with the nature of this post as may be required from time to time.

**This job description is for guidance only and outlines the general ways in which it is expected you will meet the overall requirements of this post. The list of tasks is not exhaustive, and duties may be varied from time to time, with the job description being subject to review and periodic amendments.**

**Womankind Finance Officer**

**Person Specification**

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| **Essential Criteria** | **Desirable Criteria** |
| **QUALIFICATIONS**   * Educated to A Level or equivalent * At least 5 GCSEs, including Maths and English * Bookkeeping qualification   **EXPERIENCE**   * Experience of maintaining financial records on Quickbooks or appropriate online accounting system * Experience of raising and processing invoices and recording payments * Experience of reconciling bank accounts * Experience of office IT systems * Experience of using Excel to include devising spreadsheets for management accounts and to improve systems.   **KNOWLEDGE**   * Sound knowledge of bookkeeping methods and principles   **SKILLS AND ABILITIES**   * Strong planning, organisational and problem-solving skills. * Ability to prioritise workload effectively and to have excellent organisational and time management skills * Demonstrable ability to work pro-actively without close supervision. * Proactive approach with the ability to work flexibly and learn new skills quickly. * Good level of IT skills (Emails, Microsoft Teams, Excel) * Confidence when liaising with auditors or accountants. * Excellent attention to detail, with ability to work accurately and methodically within defined systems. * Ability to handle information confidentially and securely. * Ability to manage time effectively, to prioritise tasks and work to deadlines. * A good level of written and verbal skills to communicate with a range of individuals and organisations. * Ability to work effectively as part of a team. * Ability to work within an Equal Opportunities Policy framework.   **PERSONAL ATTRIBUTES**  -A non-judgmental and positive attitude and a commitment to the values of Womankind.  -Ability to use own initiative.  -Good self-motivation. | **QUALIFICATIONS**   * Level 3 or Level 4 AAT qualification   **EXPERIENCE**   * Experience of working in the charitable sector * Experience of running a payroll system * Experience of preparing statutory accounts   **KNOWLEDGE**   * Relevant knowledge of HMRC, Charity Commission and Companies House requirements * Relevant knowledge and experience of Equality, Inclusion and Diversity. |