

Job Title: Finance Officer

Reports To: CEO

Direct Report: Finance and Administrative Assistant

Contract: Full time (37.5 hours)/ P/T & Job Share options Pro-Rata

Salary: £26,000 - 30,000

**Main Responsibilities: Ensure the financial probity of the charity and manage the day to day financial functions.**

**A: General book-keeping and implementation of financial processes using Quickbooks**

* Recording transactions onto Quickbooks, ensuring that all income and expenditure is posted to the account.
* Preparing all payments (invoices)
* Running periodic checks to ensure accuracy and completeness
* Paying out petty cash and maintaining all records for petty cash
* Preparing quarterly management account reports and carrying out reconciliation of all balance sheet accounts on a quarterly basis
* Support the continuous improvement of finance systems and procedures, under the direction of the CEO
* Preparing monthly salaries and ensuring that monthly salary and pension data is submitted to HMRC and Pension provider. Ensure personnel files are kept up to date.
* Contribute to correct and efficient grant monitoring and reporting as required
* Provide any other support to other project managers and the administration team.
* Prepare year-end financial statements
* Ensure that financial processes and procedures are compliant with GDPR
* Any other relevant financial duties.

**B: Managing Finance Assistant to maintain the finance procedures, books and records**

* Support and supervise Finance and Administrative Assistant with day-to-day tasks including: inputting petty cash, staff expenses, preparing invoices and cheques payments.
* Provide regular supervision sessions and annual work review with Finance and Administrative Assistant.

**C: Support the operations of Equal People mencap, with project and fund reporting, budgeting and other business performance assistant.**

* Working with the CEO and other project managers prepare organisational budget and project budgets for new funding applications
* Work with the CEO, fundraising team and other staff to prepare funding reports for existing and prospective institutions (grant making trusts and statutory funders) evidencing income and expenditure as required.
* Work with CEO to ensure financial and GDPR policies and procedures are reviewed and updated in line with legislation and best practice.
* Prepare information and analysis to support the annual external audit and liaise with auditors
* Complete annual returns to Charity Commission and Companies House.
* Collaborate with the Leadership and Senior Management Team in the recruitment of staff and volunteers.
* Engage in team meetings and work collaboratively with Senior Management Team to produce development plans.
* Provide appropriate financial reports to the Council of Management
* Meet quarterly with the treasurer to review budget, management accounts and financial probity.

In addition to the duties set out in the job description the worker may from time to time, be required to undertake additional or other duties as necessary within his or her capabilities and status to meet the needs and objectives of Equal People mencap.

**Person Specification**

Relevant accounting qualification

Experience working with accounting packages such as Quickbooks

Working experience of a finance role within a charitable or social enterprise organisatin

An excellent working knowledge of excel

Accuracy and attention to detail

Ability to set own work timetable, meeting organisational deadlines and keeping all finance systems up to date.

Committed to equal opportunity

Flexible and proactive with ability to work both independently and in a team-based environment

Experience or awareness of support for vulnerable individuals.

To apply, please forward CV and cover letter to [enquiries@equalpeoplemencap.org.uk](mailto:enquiries@equalpeoplemencap.org.uk)