

Job Description

Job Title	Finance Officer
Service/Department	Finance
Salary	£25,750 FTE
Hours	4 or 5 days per week
Base	Mersea Road, Colchester / Hybrid
Responsible to	Management Accountant
Accountable to	Head of Finance and Compliance

Job Summary:

To support the Charity's operations to carry out the day-to-day financial transactions and maintain the core accounting ledgers - cash book, debtors, creditors, and general ledger efficiently and accurately in accordance with the Finance Policy.

Key Responsibilities:

- Manage the finance Outlook inbox, dealing with correspondences, invoices, statements, queries etc.
- Manage the Charity's cash book and bank accounts using the various online platforms, including Xero, Barclays.net, Dext, performing monthly bank reconciliations, allocating receipts and payments as required. Monitor bank balances weekly and alert manager if balances fall below operational limits.
- Manage receipts, working with the Income Generation team to reconcile donations, gift aid and other income using online platforms (E-Tapestry) to determine the correct accounting treatment in accordance with the income recognition policy.
- Manage the receipt, processing and approval of supplier invoices, ensuring posting to the Xero accounting system electronically via DEXT or manually as required. Analyse, check and process Barclaycard spend each month, highlighting any unusual activity.
- Manage and prepare regular supplier payment runs, co-ordinating the approval by designated signatories, uploading to the online banking platform and dealing with queries as they arise.
- Prepare debtor invoices as required. Undertake credit control duties ensuring payments are received according to terms resolving any queries that may arise.
- Assist the Head of Finance and Compliance, Management Accountant and Senior Leadership Team with various tasks and analysis relating to the maintenance of the accounts, the production of management accounts and annual Audit.

Organisational values: <i>Post-holders should be able to demonstrate the following:</i>	
Value	Phrase
Listening	We listen to the needs of our wider community and each other – actively engaging, learning and sharing every day
Co-Producing	We believe that the people affected by a service are best placed to help design it and reach collective outcomes together
Trusted	We build trust in our communities by consistently delivering high quality services and being honest in everything we do
Inclusive	We develop inclusive services and support that respect the diversity and dignity of everyone in our communities
Innovative	We explore new ideas and ways of working to build a culture that embraces innovation, excellence and creative solutions
Supportive	We foster a culture of empathy, respect and open communication to support our communities and each other

Person Specification
POST: Finance Officer

Category	Essential	Desirable
Education & Qualifications	Part Qualified Accounting Technician (AAT) or equivalent with at least two years' relevant experience Maths GCSE A – C or equivalent	Qualified accounting technician (AAT) with two years' relevant experience
Experience	Experience of: working in a Finance department undertaking month end tasks working with accounting systems operating finance processes – Accounts Payable, Accounts Receivable, Cash book, General Ledger maintenance working with managers across a variety of departments at different levels liaising with suppliers and clients successful working as part of a team	Experience of working within the Charity Sector. Experience of working with Xero
Skills, Abilities & Knowledge	Working quickly and accurately with minimum supervision Familiarity with IT systems, file uploads and interfaces Intermediate Excel skills Good numeracy skills Organised with the ability to meet deadlines Ability to manage and prioritise their workload effectively Willing to learn and to look for/implement process improvements	
Personal Characteristics	Good interpersonal skills and relationship management Confident, open and transparent Committed and motivated by the purpose of the Charity Flexible approach to work, able to work out of hours as required	