

## **FINANCE OFFICER JOB DESCRIPTION**

<b>Job title:</b>	<b>Finance Officer</b>
<b>Hours:</b>	<b>15 hours per week (0.4 FTE), with flexibility to cater for busy periods</b>
<b>Location:</b>	<b>270-272 High Road, Willesden, London, NW10 2EY</b>
<b>Responsible to:</b>	<b>Chief Executive Officer</b>

The primary purpose of the post is to provide full financial support to Citizens Advice Brent.

The post of the Finance Officer is a critical role within the organisation and the post holder will be responsible for the day-to-day financial management of the organisation and will be involved in maintaining the financial procedures and systems, producing budgets and management accounts for a variety of needs, and ensuring accurate and timely financial recording on QuickBooks.

We are looking for a highly motivated and experienced individual who is capable of working independently, as well as being an integral member of our CAB team. CAB believes in a progressive environment and therefore will look to the post holder to identify and where appropriate implement ways of improving working practises and processes.

### **Key Areas of work**

#### 1. Financial Accounting

The post holder will be pivotal in ensuring proper financial management is maintained in line with accounting standards, internal procedures, legal and Citizens Advice membership requirements.

- a. Ensure accurate financial records are kept in line with the financial processes as set out in the Finance Manual.
- b. Working with the Leadership Team, ensure that all financial procedures are adhered to.
- c. Ensure that all income and expenses are duly authorised, received/paid and properly recorded in a timely manner.
- d. Reconcile any receipts and payments made paid on behalf of clients and ensure these are recorded correctly.
- e. Carry out periodic reconciliation of bank, cash, investment, payroll and other control accounts, ensure these are properly recorded and authorised by the CEO and ensure all reserves are correctly reconciled and report any anomalies to the CEO.

- f. Ensure periodic invoices are prepared and funder returns are made to receive all monies due, liaising where necessary with project managers, funders and other relevant parties to ensure all relevant information has been supplied in a timely manner.
  - g. Lead the preparation for the annual year-end Audit/Independent Examination. Be the primary contact for the auditors in resolving audit related queries. Prepare final set of statutory accounts.
2. Financial Reporting
    - a. Lead the preparation of periodic reports, including quarterly management accounts for the CEO, Finance Sub-Committee (FSC) and the Board of Trustees.
    - b. Be a point of call for the Treasurer and the FSC as and when required in ensuring the financial wellbeing of the Charity.
    - c. Work closely with the CEO and Leadership Team members in the production of annual and project based budgets for organisational needs, to provide financial information to support funding applications and to contribute to the key task of income generation.
    - d. Report to and take minutes of the FSC.
3. Financial Management
    - a. Manage insurance arrangements and service level agreements. Ensure these are kept up to date and all relevant paperwork has been duly submitted and filed.
    - b. Support the CEO with governance related matters.
    - c. Ensure CAB's financial policies and procedures are adhered to and contribute to their annual review.
    - d. Ensure that the financial affairs of CAB comply with all legal requirements and be aware of and apply new legislation as necessary.
    - e. Maintain the safekeeping and control of the cash and bank transactions ensuring security, loss prevention and optimising cashflow and work with the CEO to manage investments as agreed by FSC.
    - f. To undertake any payroll-related tasks as delegated by the CEO. Submit NEST pension contribution information each month.
4. Professional development
    - a. Keep up to date with new legislation and changes that have an impact on the organisation's operations (e.g. salary changes, pay awards, increments, changes in tax, NI and pensions re auto-enrolment).
    - b. Keep up to date with developments in computerised accounting systems and other relevant information technology.
    - c. Attend appropriate training as necessary
5. General
    - a. Comply with the aims, objectives and values of CAB.
    - b. Participate positively and proactively in supervision sessions, team-meetings and organisation-wide activities.
    - c. Actively promote and implement the equal opportunities policies of the organisation.
    - d. Carry out duties which are generally compatible with the functions of the post as required from time to time.

- e. Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- f. Ensure all data protection requirements are adhered to in all work for which the post holder is responsible.

## **Person specification**

### Essential

1. Experience of supporting financial management in a charity, with experience of managing own workload, meeting deadlines and setting priorities.
2. Self-reliant with an ability to independently problem solve, yet be aware of own limitations and know when to seek help
3. An understanding of, and the ability to establish, controls and processes to ensure the safe keeping of the financial resources of the organisation.
4. Ability to produce clear and concise written financial reports together with the ability to explain financial information clearly and concisely to people with little financial knowledge.
5. High level of numeracy, a good understanding of Microsoft Office and, in particular, user of Excel at advanced level.
6. Be accurate, pay attention to detail and have a systematic approach.
7. Experience of producing budgets and monthly management information.
8. Experience of producing reports for a variety of requirements, including trial balance, management accounts and annual statutory accounts and year end audits.
9. Clear understanding of confidentiality and data protection principles.
10. Recognised qualification in Book-keeping/Accountancy.
11. Experience of using Citizens Advice accounting systems.
12. Experienced user of QuickBooks accounting package.
13. Have an understanding of payroll processing and HMRC requirements.

### Personal attributes

15. A 'can do' attitude
16. Ability to communicate effectively, both orally and in writing with people from a range of backgrounds, including external contacts.
17. Ability to work calmly under pressure; have a flexible approach to work and capable of working independently or as part of a team.
18. Be at all times a positive ambassador for CAB with the ability to commit to, and work within the aims, objectives and values of CAB.
19. Commit to ensure that work undertaken reflects and supports CAB's equality and diversity strategy.