# CARERS SUPPORT CENTRE (CSC)

# JOB DESCRIPTION

Job title: Finance Officer

## Responsible to: Chief Executive

**Hours of work:** Up to26.25per week (3.5 days)

**Salary** £21,952 - £25,141 per annum pro rata

**Place of work:** Carers Support Centre, Gill Avenue, Fishponds

**Aims of the post**

**To:**

* be responsible for the development and maintenance of procedures and systems to support the effective control and expenditure of financial resources
* support the Chief Executive, Treasurer and staff team on financial matters providing regular reports on income and expenditure including quarterly management accounts for the board of trustees

**Main tasks**

**1. Day-to-day finance function**

**To:**

1.1 ensure that effective income and expenditure records are kept for the organisation and the social enterprise.

1.2 maintain records of grants and other funding received and check payments against expected receipts, liaising with funders as necessary.

1.3 maintain records of donations and other income received.

1.4 work with the Finance Assistant to ensure that invoices are paid in a timely fashion in line with agreed financial procedures

1.5 raise and issue invoices in line with agreed financial procedures.

1.6 support the Finance Assistant in banking, credit card receipts and petty cash, in line with the financial controls policy.

1.7 administer the payroll, including preparation of BACS transfer data, administration of auto enrolment to the pension scheme, and payment of tax and NI.

1.8 prepare data for monitoring reports and the annual audit, and liaise with the Chief Executive and auditors as required in connection with preparation of the annual accounts.

1.9 ensure that all computerised financial records are regularly and adequately backed up both on-site and off-site

1.10 line manage the finance assistant providing regular support, supervision and appraisal.

1.11 regularly review our Full Cost Recovery (FCR) model and fully implement all budgets on this basis.

**2. Support for the Chief Executive and Treasurer**

**To:**

2.1 provide the Chief Executive, Treasurer and relevant management staff with regular reports on income and expenditure including quarterly management accounts for the board of trustees

2.2 support the Chief Executive, Treasurer and relevant staff with the preparation and management of budgets.

2.3 support the Chief Executive with the preparation of financial information for funding bids and in the tendering process for contracts.

**3. General**

**To:**

3.1 ensure that all work is carried out in accordance with CSC’s policies and procedures.

3.2 undertake any other duties commensurate with the grading of the post, as agreed with the Chief Executive.

**PERSON SPECIFICATION**

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| **Qualifications**   * Accounts qualification | **D** |
| **Experience/Knowledge of:**   * Accounting systems, including; financial controls, cash-flow, balance sheets, multiple classes, intercompany transactions, returns on investments, recovery of central recharges and yearly accounts * Using computerised accounting software packages, for example Sage or QuickBooks (QuickBooks preferable, as this is the system we currently use) * Managing payroll systems through computerised accounting systems, including Inland Revenue requirements, auto enrolment to pension scheme and real time information (RTI) procedures * Calculating and managing VAT returns and monitoring of VAT thresholds * Voluntary sector/not-for-profit financing and financial requirements for charities * Carers issues | **E**  **E**  **E**  **D**  **D**  **D** |
| **Skills:**   * Computer literacy (Microsoft Office 2010 Suite) more specifically intermediate level in Excel spreadsheets * Good verbal and written communication skills * Ability to present complex information in a clear and understandable format * Excellent organisational, time management skills with a demonstrable ability to plan and prioritise workload, meet deadlines and respond well to challenges | **E**  **E**  **E**  **E** |
| **Attributes**   * Ability to work on own initiative, with minimal supervision and come up with creative solutions to solving issues * Ability to work as part of a team * Excellent telephone manner and ability to deal sensitively with enquiries from service users, members of the public and external agencies * A commitment and an ability to work in accordance with Diversity and Equal Opportunities Policies. | **E**  **E**  **E**  **E** |

**D – Desirable, E-Essential**

**October 2015**