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**ROLE PROFILE**

**Job Title:** Finance Officer

**Accountable to:** Head of Finance & Corporate Services

**Responsible for:** Payroll Administrator/Finance Assistant & Finance Assistant

**Salary**: £23,852 p.a.

**Location:** East Belfast Mission, Skainos Square, 239 Newtownards Road, Belfast

**Hours of work:** 37.5 hours per week. Reasonable hours outside of this may be required to fulfil the duties of this position

**Leave:** 20 days plus 12 statutory days (under review)

**Pension:** National Employment Savings Trust (NEST) Pension Scheme

**Health Care:** An employee health care plan is available after successful probation

**Probation:** This post is subject to a 6 month probationary period.

**Date:** January 2018

**Job purpose**

To work within the Finance and Corporate Services department, the successful applicant will assist the Head of Finance & Corporate Services in the effective management and administration of Finance within EBM. To provide an effective customer focused support service to all internal and external stakeholders ensuring that all queries are dealt with in a timely manner.

**Main Responsibilities and Accountabilities**

* To maintain financial information and systems and assist in the preparation of management accounts and budgets
* To ensure that all orders are authorised and assigned to correct budget category and department apportionment
* To ensure that all invoices are processed for payment by due dates
* To manage accounts payable and accounts receivable
* To manage the implementation of Sage Line 200
* To assist the Head of Finance & Corporate Services in preparing the monthly accounts and annual statutory financial accounts
* To assist the Head of Finance & Corporate Services in the introduction and management of a Quality System across all EBM projects
* To ensure timely counting, budget coding and lodgement of all monies
* To ensure that all petty cash procedures and records are maintained
* To ensure timely and accurate entry of all financial information posted onto the system
* In conjunction with the Head of Finance & Corporate Services, to ensure that bank accounts are reconciled and accruals and prepayments are calculated monthly and shop and café receipts reconciled
* To assist in preparing grant applications and financial returns for all projects
* To prepare and maintain monthly payroll
* To ensure all changes in rates or methods of paying SSP, SMP, Tax and National insurance are in line with legal requirements
* To respond to queries from staff or external bodies
* To prepare cheque payments, ensuring that all expenditure has been properly incurred, that adequate documentation is in place, and that payments are sent out in a timely manner
* To manage and supervise team members as appropriate
* To assist the Head of Finance & Corporate Services with aged debtors and credit control monitoring
* To reconcile supplier statements on a regular basis ensuring that any discrepancies are investigated and resolved
* To assist the Head of Finance & Corporate Services with the maintenance of Fixed Asset Register
* To ensure all policies and procedures regarding financial management i.e. Petty cash expenditures, expenses etc are adhered to
* In conjunction with other members of the Finance and Corporate Services team ensure that a first class customer service is delivered to all internal and external stakeholders ensuring that all questions, queries and tasks are dealt with in a timely manner
* To take responsibility for own learning and development, and actively participate in available learning opportunities
* To ensure adherence to all health and safety regulations and EBM’s policies and procedures
* Any other duties conducive to the effective operation of the post and deemed to be within the post-holder’s competencies

**Personnel Specification**

**Essential**

**Qualifications**

Foundation level qualification in a recognised Accountancy Body (e.g. ICAI/ ICAEW/ ICAS/ ACCA/CIMA/ CIPFA) or Full IATI/AAT qualification

**Experience**

5 years’ experience in a financial role if do not possess relevant qualification as above

A minimum of three years’ work experience in a financial role with responsibility for the following areas:

Maintaining financial records to include recording and accounting for income and expenditure using both manual and computerised systems

Payroll to include calculating and processing all salary and salary related payments

Budget management to include assisting in the management and monitoring of budgets

Preparation of management accounts

At least two years’ experience in a computerised accounting environment

Proven experience of purchase ledger and sales ledger management

Experience of Sage accounting and Sage payroll software

Experience of managing and motivating team members

**Knowledge and Skills**

Excellent self-management skills and the proven ability to meet deadlines and targets

Computer literate and experienced in Microsoft Office packages especially MS Excel and Word.

**Other**

High degree of discretion and confidentiality

**Desirable**

**Experience**

Experience of working in a third sector organisation

Experience of dealing with funding applications

A basic AccessNI disclosure check will be required prior to appointment

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