

JOB DESCRIPTION

JOB TITLE: FINANCE OFFICER
GRADE: EOII (£23,925 - £24,975)

PURPOSE: To support the achievement of the mission of Housing Rights Service by:-
(i) ensuring effective and efficient management of the organisation's financial records and resources;
(ii) liaising with funders to ensure the accurate recording and maintenance of all required financial data for core and project funding.

MAIN DUTIES:

1.0 MANAGEMENT OF FINANCIAL SERVICES

- 1.1 To prepare budgets on basis of agreed strategic and operational plans.
- 1.2 To maintain a computerised accounting system in liaison with system providers.
- 1.3 To be responsible for processing of payments on-line, including salaries and associated payments, staff expenses; RTI to HMRC and suppliers.
- 1.4 To ensure the effective administration of the organisation's pension schemes.
- 1.5 To produce timely and accurate financial management information and report on this regularly to the Head of Business Services/Director as required.
- 1.6 To liaise as required with the organisation's Auditors, Insurers, Bankers, Companies Registry and other appropriate agencies.
- 1.7 To negotiate contracts for supply and maintenance of resources and services.
- 1.8 To maintain client accounts in relation to legal expenses.
- 1.9 To ensure the effective administration of Petty Cash Systems.
- 1.10 To maintain the organisations Asset Register.
- 1.11 To provide appropriate guidance for other staff in relation to financial matters.
- 1.12 To comply with organisational Policies & Procedures in relation to all aspects of finance.

- 1.13 To review and develop the organisation's financial management procedures to ensure compliance with legal requirements and good accounting practice.
- 1.14 To bring any relevant financial issues to the attention of the Head of Corporate Services/Director.
- 1.15 To assist in completion of year-end accounts/audit.
- 1.16 To submit VAT returns to HMRC in accordance with current VAT legislation, if required.

2.0 FUNDER LIAISON

- 2.1 To provide financial information to managers for completion of funding/contract applications.
- 2.2 To provide financial input for reports to project funders and submit income and expenditure accounts and grant claims to appropriate funders.
- 2.3 To maintain files for each funder and liaise as required with relevant funders in relation to grant claims, vouching and queries arising from claims in liaison with the Head of Business Services.
- 2.4 To ensure financial records are on a 'ready to audit' basis and monies received on a timely basis.
- 2.5 To ensure timely reconciliation of Core and Project accounts.

3.0 DEVELOPING SELF AND OTHERS

- 3.1 To plan, allocate and organise own workload.
- 3.2 To monitor and evaluate own work.
- 3.3 To develop self to enhance performance.
- 3.4 To contribute to training and development activities for colleagues.

4.0 DEVELOPING EFFECTIVE WORKING RELATIONSHIPS

- 4.1 To create, develop and maintain effective internal working relationships.
- 4.2 To create, develop and maintain effective working relationships with funders, service users and external agencies.
- 4.3 To lead, facilitate, and contribute to meetings/groups discussions.

5.0 OTHER

- 5.1 To maintain and demonstrate high levels of integrity and confidentiality in all areas of Finance Officer role.
- 5.2 To act in accordance with the agreed values of the organisation.
- 5.3 To ensure the policy and procedure of the organisation, with regard to Equal Opportunities and Health & Safety, are observed.
- 5.4 To undertake any other duties, consistent with the post, which may from time to time be required by the Head of Corporate Services/Director.

The duties of the post will be subject to review in accordance with the needs of the organisation.