

**Job Description & Personal Specification**

**Job Title:** Finance Officer

**Time:** Part Time

**Hours:** 30 hours per week

**Salary:** £23,557 per annum (pro rata) (NJC Scale Pt.6)

**Job Description:**

Responsible for the day-to-day financial activities of The Koram Centre, including the preparation of monthly management accounts, annual financial accounts and reports, budgets and cash flow forecasts.

**Responsible To:** Chair of the Board of Trustees

**Report To:** Koram Centre Manager

**Duties & Responsibilities :**

1. To work with manager to facilitate the implementation, review and updating where necessary the financial systems and financial policies and procedures in accordance with the company’s governance guidelines and statutory requirements.
2. Develop and maintain an accurate list of company financial transactions.
3. Assist with project financial reports and expenditure claims for funders.
4. Provide funders and the Board of Trustees with timely and accurate financial reports and expenditure claims.
5. Assist, develop, implement and maintain budgetary control systems and cash flow forecasts as appropriate to enable the Board of Trustees to review the financial position of individual projects.
6. Undertake periodic reviews of organisational running costs to ensure value for money.
7. Apportion shared project expenses, rent, heat, light, telephone as per cost sharing agreements.
8. Prepare & process all invoices as instructed and maintain proper records and filing systems.
9. Be available during all financial inspections.
10. To undertake job related training if required.
11. To participate in applying for funding if and when applicable.
12. To attend meetings and conferences etc. as directed.
13. Create, develop and maintain creditors / debtors lists.
14. To maintain a company asset register.

**This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.**

**Personal Specification**

**Essential**

* Possess relevant NVQ qualifications (minimum Level 3) or specialist qualifications such as Association of Accounting Technicians (AAT) (minimum Level 3) and 1 year experience working in a finance environment or
* 3 years’ experience working in finance, either in a community/voluntary sector organisation or in a commercial business.
* GCSE English Language & Maths at Grade C or above (or equivalent)
* Accounting/ financial experience, including experience in the production of management accounts and bank reconciliations.
* Strong analytical and statistical skills.
* Strong IT skills, including knowledge and experience of using MS excel
* Able to demonstrate excellent verbal and written communication skills to deal with a range of stakeholders, including funders.
* Ability to work as a member of a team.

**Desirable**

* At least 1 years’ experience of using SAGE accounting software.
* Experience working in the community / voluntary sector.
* Experience in being involved in making funding applications and financial claims within the community sector.

**Please note that criteria maybe enhanced to facilitate shortlisting**