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**Finance Officer - JOB DESCRIPTION**

**JOB DETAILS**

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| Job Title | Finance Officer |
| Location | Citizens Advice Mid Mercia |
| Pay | £28,000 – £32,000 per annum pro rata (dependent upon experience) |
| Reports To | Chief Executive |
| Work Pattern | 18.5 – 37.5 hours per week |
| Status | Permanent |
| Start Date | ASAP |
| Budget | N/A |

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| **Purpose of the role**   |  | | --- | | * To have lead responsibility for financial and management accounting * To report on financial matters to the Chief Executive, Treasurer and Trustee Board * To produce financial content for grant applications and funding bids * To produce financial information as required for reports to funders * To ensure financial compliance with the Citizens Advice Membership Scheme, and the requirements of the Charity Commission and Companies House. * Finance assistant management | |  | |  | |  | |  | |  | |  | |  |   **Main Duties and Responsibilities**  1. **Financial Management**  1.1 Support the chief officer by maintaining the organisation’s financial records and day-to-day financial control of the service.  1.2 Assist the senior management in the preparation of detailed budgets for approval by the Trustee Board in conjunction with the chief officer, treasurer and Finance and performance sub-committee.  1.3 Produce the monthly payroll spreadsheet for submission to external payroll bureau, checking of externally provided payroll, reconciliation, BACS creation and submission for online authorisation, payment of NI and Tax, Pension and Payroll Processing Fee.  1.4 Ensure that all orders for goods and services are supported by an approved Purchase Order. All invoices are processed and paid in a timely manner, raise cheques, dealing with direct debits and dealing with supplier queries.  1.5 Ensure all expense claims for staff and volunteers are processed in a timely manner and reconcile petty cash.  1.6 Invoice Customers and Funders in accordance with documentation.  1.7 Debtors are reviewed each month and any outstanding debts are chased in a timely manner.  1.8 Produce monthly management accounting reports, including income, expenditure, variances from budgets, cash flow and forecast outturn for Finance and Staffing Sub-Committee.  1.9 Produce quarterly financial returns to Citizens Advice Central office  1.10 Ensure cheques are banked in a timely manner, and the bank and loan accounts are reconciled each month. Recommend to senior management and Treasurer any transfers of surplus funds to the deposit account.  1.11 Produce quarterly cost allocation reports in liaison with the Advice Services Manage, and advise on proper allocation of resources.  1.12 Produce monthly and year end journals for accruals and prepayments.  1.13 Produce the financial pack required for annual audit and correct preparation of accounts in conjunction with the chief officer and treasurer and manage the sign-off of the Report and Accounts in liaison with external auditors.  1.12 Ensure the asset register is maintained and reconciled to the financial accounts each quarter.  1.13 Ensure that all finances are properly administered and that appropriate financial regulations and controls are in place and in use at all times.  1.14 Ensure completion of financial checklists each month.  1.15 To keep up to date with statutory regulations, guidelines and best practice for the financial management of charities, ensuring the trustees are properly advised of their responsibilities and recommending improvements to financial procedures  1.16 Regular management of the finance assistant to ensure timely and accurate financial processing  2. **Planning and development**  2.1 Advise the Chief Executive on projected costs for funding bids  2.2 Support the strategic development of the organisation in regards to financial matters  2.3 Contribute to the work of sub-committees and working parties and to decisions on allocation of resources  2.4 Assist, complete and submit budgets for funding applications as required  2.5 Contribute to plans for Business Continuity and Disaster Recovery  3. **Trustee Board and Financial Compliance**  3.1 Advise the Chief Executive on matters of financial best practise  3.2 Attend meetings of the Trustee Board to present and explain the required financial management reports  3.3 Ensure compliance with the financial requirements of the Citizens Advice Membership Scheme  3.4 Complete the annual returns and file any other required information on time with the Charity Commission, Companies House and Citizens Advice, liaising as necessary with the independent auditor, Chief Officer and Treasurer.  **4. Other duties and responsibilities**  4.1 Attend appropriate internal and external meetings as agreed with the Chief Executive  4.2 Undertake any other duties and tasks as may be within the scope of the post as required by the chief officer  4.3 Abide by health and safety guidelines and share responsibility for own safety and that of colleagues  4.4 Ensure work undertaken reflects and supports the Citizens Advice service’s aims, policies and equality and diversity strategy  4.5 Identify and implement own learning and development needs  4.6 Promote the aims, principles, policies, interests and well-being of the organisation and protect its integrity and reputation |
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| **Core Values**  All members of the organisation will commit to:  **Communicate**: We will be consistent, positive, passionate, and listen.  **Ownership**: We will be accountable, make a difference, meet deadlines, keep promises and have solutions.  **Respect**: We will be honest, work with integrity, trust each other, be fair, tolerant and stand for equality.  **Effective**: We will deliver quality, focus on detail and be professional. |