

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Finance Officer</b>
<b>Hours of work:</b>	<b>14 hours per week (0.4 FTE) - with additional hours required for year end and one-off projects</b>
<b>Location:</b>	<b>Office based with potential for some remote working</b>
<b>Responsible to:</b>	<b>CEO</b>
<b>Responsible for:</b>	<b>N/A</b>

### **Purpose of role**

Responsible for the day-to-day financial processes for the charity, maintaining accurate financial records, assisting with grant applications and providing financial information to the Board of Trustees.

### **Key Responsibilities**

1. Maintain accurate financial records of the charity's income and expenditure.
2. Download and analyse monthly reports from online donation and expense platforms e.g. Stewardship, Paypal, CAF, SumUp, SOLD0.
3. Prepare monthly management accounts for Trustees.
4. Prepare monthly payroll (using HMRC PAYE Tools), set up payments, prepare and distribute payslips; deal with pay queries; run payroll year end procedures, distribute P60s and set up new year on HMRC PAYE Tools.
5. Set up monthly NEST pension payments; notify pension providers of changes as appropriate; comply with auto-enrolment and re-enrolment requirements.
6. Prepare statutory accounts and agree with Independent Examiner, including valuing the stock of food.
7. Provide information for and assist with the preparation of annual budget and financial projections.
8. Monitor investments (cash deposits) and manage cash flow in conjunction with the finance Trustee.
9. Maintain a list of all regular donors and donors that gift aid.
10. Prepare and submit gift aid repayment claims.
11. Set up/Approve online banking payments.
12. Reconcile petty cash from project venues and office on a weekly basis.
13. Liaise with the finance Trustee to resolve financial queries.
14. Liaise with external fundraiser in the identification and preparation of grant applications.
15. Prepare financial elements of grant applications.
16. Ensure that the necessary reports to funders are completed and submitted on time.
17. Manage the administration and collection of funds from fundraising events.
18. Any other reasonable tasks to ensure the effective management of the charity's finances.