**The Vine Trust**

***Connecting people to change lives***

**JOB DESCRIPTION**

**Job Title:** Finance Officer

**Responsible to:** Admin. & Finance Manager

**Responsible for:** There is no direct responsibility for other staff.

**Liaison with:** Chief Executive, Chief Operating Officer, Vine Trust staff team, Finance & Personnel Committee, supporters, volunteers, bank relationship manager, overseas partners

**Overall Purpose:**

To support an effective finance and administrative service to the Trust. In particular, to enable effective development and management control of the Trusts financial database, to support the administration of volunteer trips and offer a quality finance and administrative service in every area of our operation.

**Principal Accountabilities**

1. **General** 
   1. Administer the finance function for the Trust by being the main point of contact for receiving all financial donations, answering email and postal correspondence plus telephone enquiries.
   2. Support the staff team by providing financial information as and when required.
   3. Provide a quality service to Vine Trust supporters, including the prompt and accurate acknowledgement of gifts and responses to queries.
2. **Finance / Record Keeping** 
   1. Maintain day to day financial record keeping including banking and acknowledgement of all donations, processing of standing orders, payment of invoices and expense claims.
   2. Maintain accounting systems for all financial transactions.
   3. Acknowledge all donations and payments for all overseas expeditions.
   4. Monitor and maximising donor participation in the Gift Aid scheme to increase donation revenue and the promotion of Vine Trust’s online giving facility to supporters.
   5. Maintain Gift Aid database and process the monthly on-line Gift Aid claim to the Inland Revenue.
   6. Co-ordinate inter-account cash flow to ensure fund availability to meet payments such as salaries, flight bookings etc., while maximising the use of interest-bearing accounts. Carrying out international currency transfers when required.
   7. Respond quickly and accurately to all finance related requests asked by Line Manager and Chief Executive.
   8. Reconcile finance systems and bank accounts (monthly).
3. **Finance / Reporting** 
   1. Support the preparation and presentation of the annual budget for review by Line Manager, Chief Executive, Chief Operating Officer and formal approval by the Finance Committee.
   2. Support the monitoring of Vine Trust finances and preparing monthly scheduled financial reports (including Management Report, Cash Flow Projections, Volunteer Expeditions).
   3. Analyse and develop further monthly (periodic) reports as requested.
   4. Assist in the preparation and presentation of annual statutory accounts and be the main contact point with Vine Trust Auditors.
4. **Administration** 
   1. Provide support to ensure the successful administration of our expeditions.
   2. Support the on-going development and use of our supporter database and financial record-keeping systems.
   3. Assist in the production of funding applications to trusts and grant-making bodies.
   4. Assist in Vine Trust initiated fundraising and awareness campaigns (and record / report effectiveness of the campaign for future consideration).
   5. Be responsible for Vine Trust shop (stock / sales / distribution).
   6. Provide back-up for other staff during overseas travel and annual leave, and any other such duties as may be required.