

# Job Description

<b>JOB TITLE:</b>	Finance Officer
<b>HOURS:</b>	28 hours (negotiable) and can be worked flexibly
<b>SALARY SCALE:</b>	SJC Point 31 – 35 (FTE £29,266 - £32,520)
<b>CONTRACT:</b>	Permanent
<b>LINE MANAGER:</b>	Chief Executive

## Job Purpose:

The Finance Officer is responsible for the day to day accounting and financial management of the charity. Working with senior managers, the Finance Officer is also responsible for budgeting and reporting on the financial performance to the Board of Trustees and the Finance and Resource Group.

## Key Responsibilities and Main Tasks:

### 1. STATUTORY FINANCIAL REPORTING FOR AUDIT, IN LINE WITH SORP REGULATIONS

- Preparation of the annual audit file and associated paperwork
- Produce year end reports as required by the auditor
- Prepare the draft year end management accounts
- Reconcile all control accounts
- Run trial balance

### 2. MANAGEMENT ACCOUNTING

- Prepare annual core and project budgets and reporting (led by managers)
- Preparation of annual budgets and forecasts
- Prepare quarterly management accounts, cash flow statement and balance sheet
- Update fixed assets register
- Post depreciation
- Preparing project reports as required
- Calculation of provisions and journals for management accounts

### 3. BOOKKEEPING TASKS:

#### Purchases & Payments

- Maintain the purchase ledger, recording purchase invoices, checking that these have been coded and approved before entry, BACS payments and creating remittance advices
- Monitoring and managing the aged creditors list
- Raising BACS payments for non-ledger items as required
- Make payments of all authorised invoices by BACS or cheque
- Raise all invoices and requests for payment; chase outstanding invoices
- Resolve all supplier enquiries
- Receive all receipts and ensure payments are appropriately allocated
- Create appropriate book keeping entries, create accruals where necessary
- Processing staff and volunteer expenses in accordance with company procedures

#### Sales and Income

- Maintenance and installation of Sage upgrades
- Maintain the sales ledger, raising sales invoices when required, recording income received both for the sales ledger and non-ledger items
- Banking of income
- Credit control and dealing with supplier and customer enquiries
- Monitor partial exemption requirements
- Monitor sales data from CRM database to Sage

#### Bank

- Monitor the bank accounts via Internet Banking and reconcile the accounts on a monthly basis

#### Petty Cash

- Maintain and post the petty cash records
- Maintain the cash imprest

#### Reporting and Review

- Maintain the report layouts as required and create new reports if necessary
- Checking postings with budget managers on a regular basis to make sure that no items have been inadvertently miscoded or misposted
- Assisting project managers with forecasting costs for budgets and monitoring their expenditure.
- Regular checking and reconciliation of the main Balance Sheet Control Accounts (PAYE, Pensions, Net Wages, etc.)

#### **4. MONTHLY PAYROLL TASKS – using Sage Payroll**

- Calculation of payroll and maintenance of payroll files
- Maintenance and installation of payroll software upgrades
- Preparation of BACS payment schedule for the bank
- Preparation of payments to the Inland Revenue and pension companies, observing the various deadlines.
- Posting the salary journal to the accounts programme

#### **5. GOVERNANCE**

- Prepare for and attend regular meetings with the Chief Executive, Senior Management Team, Treasurer and Finance and Resource group meetings (minute taking)
- Attend the AGM
- To provide verbal and written reports as may be required by the Chief Executive and for the Board of Trustees.

#### **6. OCCASIONAL TASKS**

- Undertake other duties which may be required and which are commensurate with the post.
- Assist with the financial aspects of grant applications

#### **7. GENERAL**

- To be committed to the work of Youth Scotland and to promote team working.
- To work in accordance with the organisation's policies and procedures