**Job Title – Finance Officer**

**Hours:** 21 hours per week, to be worked flexibly

**Salary:** £20,000 – 22,000 pro rata

**Reports to:** Chief Executive

**Overview**

We are seeking a part-time (21 hours per week, flexibly, hybrid working) Finance Officer to join our friendly team. The primary responsibility of this job is to produce and maintain accurate financial records for CVS Inverclyde allow senior management to make effective financial control decisions.

.**Duties and Responsibilities:**

* Regular update and maintenance of Xero accounting software to process invoices and payments
* Reconciliation of bank/credit accounts for CVS and connected organisations (Inverclyde Community Trading Limited, Inverclyde Community Fund)
* Maintain controls and procedures for recording and payment of VAT
* Processing of all BACS payments
* Scheduling and raising invoices
* Manage credit control
* To produce monthly reports on income and expenditure for the organisation as a whole and on a project basis
* Supporting the Chief Executive with the preparation of profit and loss statements, cashflow, budgets, forecasts, statutory accounts and annual external audit.
* Supporting the Chief Executive by preparing financial reports for the Board of Trustees and the Finance & Resources Sub-Committee on financial matters.
* To support the Chief Executive with the production of budgets for new projects and submission of financial claims to funders as required
* Make grant payments to organisations on behalf of other funders when CVS Inverclyde is responsible for managing a fund on behalf of an external partner
* Supporting the Chief Executive with the development of appropriate financial control systems and ensuring that these are maintained
* Maintenance and control of the petty cash float and records including monthly reconciliation.
* Process final payroll output into finance system, ensuring that net wages, PAYE and pension contributions reconcile to payroll records
* To support the Chief Executive with administrative and other duties as required

**Generic staff responsibilities**

* To work as part of the CVSI team, involving additional duties as and when required to support colleagues
* To practice & promote an equitable, accessible and non-discriminatory approach to work at all times.
* To ensure confidentiality at all times.
* To represent CVSI in relevant networks and partnerships and promote CVSI’s role, work and priorities.

**Person Specification**

**Qualifications & Experience**

**Essential**

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| Minimum two years of experience in a similar role | Essential |
| Confident and proficient in the use of accounting software, preferably Xero, and Microsoft Office | Essential |
| Numerate and an ability to work to a high level of accuracy | Essential |
| Ability to analyse financial data and communicate it effectively in writing and verbally | Essential |
| Exceptional attention to detail | Essential |
| Exceptional time management and organisation skills | Essential |
| Excellent communication, teamworking and collaboration skills | Essential |
| Ability to maintain the highest levels of trust and confidence | Essential |
| A team player | Essential |

**Desirable**

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| --- | --- |
| Experience of working with Xero accounting software | Desirable |
| Experience of working in a similar role within charitable/third sector organisation | Desirable |