



## **Job Description**

**Job Title:** Senior Finance Officer

**Rate of Pay:** £27,309pa, pro-rata

**Hours:** 30hrs pw, some flexibility days/hours of working week

**Responsible to:** Head of Business & Finance Services

### **Job Purpose:**

This role is within the Business & Finance Services department of the Jeely Piece Club having primary responsibility across the finance function. Along with the Head of Business & Finance you will take a lead role in the delivery of an efficient and effective finance function. You will manage the day-to-day financial operations of the organisation to ensure the organisation can sustain and grow its services. This is a hands-on role with pro-rata support from our Administrator.

### **Accountability**

The Business & Finance Services Manager is accountable to the Head of Business & Finance Services

### **Duties & Responsibilities:**

You will ideally have experience across the full accounting cycle and have a working knowledge of charity finance and accounting, understanding the uniqueness and challenges of such.

We are about to begin the process of migrating from Sage to Xero so we'll expect you to be able to make the most of Xero and it's add-ons' functionality to continually streamline, improve and innovate the finance function.

We are fully cloud based utilising Microsoft technology, in particular SharePoint. You should have good broad IT skills as well as specific experience of Microsoft apps and cloud-based working.

You'll be responsible for ensuring the financial processes, checks and controls in place are continually evaluated, fit for purpose, understood and used correctly and consistently by all.

You will account for both incoming and outgoing resources varying in nature, source, and type, ensuring full debtor and creditor management.



With the Head of Service you will lead on producing and participate in the production and presentation of the:

- period end schedule(s) including month end routines, bank | control accounts | wages | fund and full balance sheet reconciliations;
- monthly management accounts and servicing of the Finance Committee;
- monthly and ad-hoc departmental accounting and collaboration with staff
- year end audit and preparation of statutory annual accounts
- Gift aid, GASDS, any other statutory returns
- any other routine and ad-hoc reconciliations and reporting as and when required

You will assist the Head of Service with inputs to the production of the finance strategy, models, forecasts, budgets and cashflow on an on-going basis.

You will ensure that your personal approach and work practice within your role supports and enables collaborative working Jeely wide.

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## Person Specification

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<b>Experience</b> <ul style="list-style-type: none"> <li>▪ Relevant experience within a finance context</li> <li>▪ Experience of charity finance and accounting, strongly preferred</li> <li>▪ Solid experience of Microsoft 365</li> <li>▪ Strong MS Excel experience</li> <li>▪ Sage accounting software essential</li> <li>▪ Xero accounting software, strongly preferred</li> </ul>	x  x x x	x   x
<b>Knowledge &amp; Awareness</b> <ul style="list-style-type: none"> <li>▪ Solid understanding of the charity accounting framework</li> <li>▪ Knowledge of the full accounting cycle</li> <li>▪ Awareness of the need for joined up thinking and working across all central support areas</li> </ul>	 x x	x  
<b>Skills &amp; Abilities</b> <p>Strong numeracy, literacy and analytical skills</p> <p>Microsoft Office (Desktop and 365) competence, with a particular focus on Excel</p> <p>Competent user of accounting software</p> <p>Excellent all-round IT skills</p> <p>People centred approach to service delivery</p> <p>Ability to work on own initiative and as part of the team</p> <p>Ability to translate sometimes complex financial information appropriately to particular audiences</p> <p>Ability to multi-task whilst still ensuring accuracy and timelines</p> <p>Ability to manage own workload and meet targets with multiple priorities</p> <p>Ability to seek innovation and change for process/systems/people improvement</p> <p>Ability/experience of supervising/managing others</p>	x x x x x x x x x x x	          x
<b>Qualifications</b> <p>Appropriate finance/accountancy qualification</p> <p>Appropriate degree level qualification</p>		x x