

## **Job Description – Finance Officer**

Reporting to the Senior Finance Officer, the Finance Officer is accountable for delivering an accurate trail of company income and expenditure and will be responsible for a variety of activities agreed with the Senior Finance Officer.

The task list below is not exhaustive, and the Finance Officer may be responsible for other ad hoc requests via the Senior Leadership Team, other departments and the Financial Controller.

- Daily usage of financial processes, enhancing and updating procedures when required.
- Posting of income and expenditure on Sage 50 accounting software.
- Monthly bank and petty cash reconciliations for all SHA services.
- Preparing reports relating to sales income or purchase ledger and processing this using SAGE Line 50 accounts professional.
- Reporting to the SHA Financial Controller and Senior Finance Officer regarding month-end procedures, verifying and posting related journal ledger transactions.
- Balancing bank and services petty cash accounts on a month-to-month basis.
- Check fundraising cash donations and prepare paperwork for weekly banking.
- Manage customer invoices, service level agreement schedules and paperwork.
- Liaise with clients (credit control), suppliers and banking contacts.
- Work closely with auditors at financial year end to provide information requested.
- Prepare schedules, statements, and budget administration as requested by Financial Controller or Senior Finance Officer.
- Manage staff expenses/mileage claims and timely expediting of payments.
- Monitor service contract agreements and client costs and their timely payment with understanding of aged creditors and the importance of charity cash flow.
- Update the charity cash flow statement if requested.
- Electronic organisation and filing of relevant documentation on SharePoint, file management and paper free office.
- Assist the team with processing of IRIS payroll and HMRC Returns.
- Support the team with employee/employer pension services.
- Administration of mobile phone resources and contracts, including purchasing, delivery and data capture, plus recording on SAGE Accounts.
- Monitor and review costs to help minimise the charity expenditure where possible.