**Job description**

Furniture Plus is looking for a Finance Assistant/Bookkeeper to maintain and develop the financial systems of the charity.

The successful candidate will work closely with the General Manager, and will work as part of the Management Team in developing Furniture Plus for the future

General Purpose

To maintain and develop all administration/finance systems and procedures for Furniture Plus Ltd, ensuring compliance with statutory guidelines. .

Detailed Duties

Administration

* Ensure all documents produced are a good representation of Furniture Plus and its ethos.
* Attend board meetings, ensuring that all papers are collated and distributed to an agreed timetable.
* Co-ordinate the compilation of the Annual Report.

Finance

* Manage and develop internal accounting, financial, payroll and cash management systems.
* In conjunction with the General Manager prepare budgets and cash flow projections for all activities and monitor on a regular basis.
* Provide projections for all areas of business in conjunction with Sales Manager
* Assist with the preparation of quarterly and annual financial reports.
* Ensure required information for the Quarterly Finance review meetings is distributed to agreed timetables.
* Liaise with the External Accountant as required.
* Co-ordinate audit activities in conjunction with the External Accountant and Auditor.
* Ensure the monthly payroll is administered and processed correctly.
* Ensure volunteers expenses are processed in accordance with agreed timetables and guidelines.
* In conjunction with the General Manager, prepare applications for external funding.
* Submit returns to HM Revenue & Customs and other regulatory bodies as required.

Systems/Management

* Meet with the General Manager on a regular basis to ensure continuity of information.
* Manage and develop systems to provide performance information in all areas of business.
* Liaise with Sales and Operations Managers to ensure required information is and can be reported.

The post holder may be required to perform duties appropriate to the post other than those given in this Job Description or as directed by the General Manager. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify reconsideration of the grading.

Person Specification

Finance Officer

Up to 25 hours per week (9:00am-5:00pm Mon-Fri with 30min unpaid lunch break)

Subject to 6 month probationary period

£per annum dependent on experience and qualifications

Primarily based in the Dysart office

PLEASE NOTE YOU MUST MEET THE ESSENTIAL SKILLS CRITERIA BEFORE APPLYING

ESSENTIAL SKILLS AND QUALIFICATIONS

* Accountancy or bookkeeping qualification, or relevant demonstrable experience
* Fully conversant with Quickbooks and other Accounting and Payroll packages
* Friendly and flexible with a strong interpersonal skills

DESIRABLE EXPERIENCE

Work Experience

* Experience in working with document scanning technology (eg Dext)
* Experience of working in a busy admin/finance office
* Previous experience of operating Sage payroll
* Budget preparation
* VAT returns

· Previous experience in Charity Accounting

· Experience of reporting to external regulatory bodies

Knowledge/Skill/Ability

* Effective communication skills
* Ability to work under pressure and to deadlines
* Knowledge of HR Best Practice
* Correct aptitude and attitude to work

Health & Physical Attributes

* Well presented
* Good timekeeper

Interpersonal and Communication Skills

* Ability to work under own initiative or as directed
* Able to understand and follow instructions
* Flexible attitude to work
* Experience of working with all levels of staff – paid, volunteer and placement.
* Able to communicate well with staff and customers

**Please send a CV and application with a covering letter explaining why you are most suited to the job.**

**CLOSING DATE FOR APPLICATIONS 1 AUGUST 2025**

Job Type: Part-time

Pay: £25740 per year (pro rata)

Benefits:

* On-site parking
* Staff welfare package
* Company pension

Schedule:

* Monday to Friday