**JOB DESCRIPTION**

Finance Officer

Salary: £31,000

1. **JOB TITLE**

Finance Officer

1. **MAIN FUNCTION / RESPONSIBILITY**

FASS provides a confidential support services to family members/ loved ones affected by someone’s substance use. We are seeking to recruit an experienced Finance Officer who will be responsible for processing and accurately recording all financial transactions. This will include updating clerical and electronic financial ledger. Experienced in SAGE and Access database your role will be to develop and maintain recording, monitoring and evaluating systems. Experience in completing funding applications will be a requirement.

You must be a good team worker with excellent communication skills and a good working knowledge of IT (Word, Excel, SAGE and Access). You must have a good level of numeracy skills, be able to give attention to detail and excellent communication skills. Ability to follow established procedures and to work to strict deadlines are requirements.

1. **REPORTING RELATIONSHIPS**

Provide general reports to the Service Manager which will be passed to FASS Management Committee and FASS funders and include quarterly financial and funding reports.

1. **Responsibilities**
   1. Update and maintain accurate and timely accounting information and records both clerically and electronically. To include invoices, payments and petty cash.
   2. To set up financial spreadsheets to monitor payments for specified funds etc.
   3. To identify funding opportunities for FASS and complete funding applications as and when required.
   4. Complete monthly, quality and annual reports as required to be submitted to the funding authorities, companies house, OSCR and FASS board.
   5. Have oversight of FASS website and check content is accurate on a regular basis including monitoring of analytical reports, monitor social media posts and communications.
   6. Resolve IT issues where possible and refer to IT specialist when necessary.
   7. Support the Service Manager in the development, induction, training for team members as required.
   8. Promote any new FASS services, setting up appointment schedules and monitoring outcomes to assist with future funding.
   9. Support the Service Manager to maintain polices and procedures, develop joint working relationships with funders and other third sector provision and attending meeting when required.
   10. Assist with organising of FASS events including sourcing of venues, logistics, advertisement and administration and take an active role in attending when required.
   11. To continually promote FASS services to people, support groups and other agencies.
   12. To participate fully as a member of the FASS team and to contribute to the development of the organisation.
   13. To develop and maintain recording, evaluation and monitoring systems necessary for the organisation including databases.
   14. Comply with FASS’ policies and procedures. Adhere to Data protection and confidentiality policies and maintain a sensitive approach.
   15. Report any Safeguarding concerns in line with service guidelines and procedures.
   16. Create and maintain a positive, supportive and achievement-oriented attitude within the team as indicated by good timekeeping. To positively contribute to FASS’ overall and individual outcomes.
   17. Be an effective team member, hard-working, enthusiastic, flexible and supportive.
   18. Attend and actively engage with supervision, training courses identified, team meeting and development days.
   19. Any other duties appropriate to this post in line with the needs of the service.