

## Job Description

**Job Title:** Finance Officer

**Responsible To:** Finance Manager

### Primary Objectives:

Assist the Finance Manager in maintaining Vista's accounting records and the production of monthly management accounts, year end financial accounts, budgets and forecasts.

To contribute to the development, design and implementation of internal financial systems, processes and procedures.

To develop and maintain business partnering arrangements with managers.

### Main Duties and Responsibilities:

- Production of monthly management accounts and related information to agreed timescales. Assisting the Finance Manager in the development of improved management information.
- Develop and maintain business partnering arrangements with managers to ensure effective expenditure and financial controls.
- Analysing variances and exploring potential problems with business partners during monthly review meetings of the management accounts.
- Assist the Finance Manager in the preparation of timely quarterly forecasts.
- Assist the Finance Manager in the compilation of the annual budget to agreed timescales, working closely with business partners in the development of their annual budget.
- Assisting with the year end audit and ensuring compliance with the schedule of audit deliverables.
- Preparation of monthly control account reconciliations.

- Ensure that invoices are raised for funders, clients and other customers in time for payments to be made when due.
- Accurately record and account for legacy payments, fixed assets & depreciation, prepayments and accruals.
- Accurately record and reconcile Vista's investment portfolio on a monthly basis.
- Recording and monitoring of all restricted funds and safe custody accounts.
- Attend internal and/or external meetings as required.
- Provide cover for the Finance Manager during periods of absence.

### **Resources:**

#### **People**

Key point of contact for financial queries from managers and employees.

Respond to supplier and customer enquiries.

#### **Financial**

Production of the Charity's management accounts, year end accounts, forecasts and budgets.

Monthly control account reconciliations.

Monthly investment portfolio overview.

#### **Non-financial**

Generating monthly ad hoc reports.

Deputise for the Finance Manager during periods of absence.

#### **Special Factors**

To attend meetings at varying sites as needs dictate.

## **Additional responsibilities**

To ensure activities comply with current law and accounting standards

To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation

To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

**Prepared by: GRJ**

**Date: April 2019**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>▪ AAT qualified.</li> <li>▪ Educated to 'A' level standard.</li> <li>▪ Minimum GCSE Grade 3 in English and Maths.</li> </ul>		<p>Application form</p> <p>Certificates</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Substantial experience of working in a finance office e.g. management accounts, budgets, year end accounts.</li> <li>▪ Substantial experience in dealing with fixed assets, depreciation, prepayments, accruals and control accounts.</li> </ul>	Payroll experience	<p>Application form</p> <p>Interview</p>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Excellent IT skills including Microsoft Office.</li> <li>▪ Excellent use of Excel.</li> <li>▪ Excellent communication skills.</li> <li>▪ Highly numerate with attention to detail.</li> <li>▪ Time management skills and the ability to work to defined timescales.</li> <li>▪ Working experience &amp; knowledge of accounting software systems.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Charity or Voluntary Sector Finance experience.</li> </ul>	Interview/Test
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ A 'can-do' and creative approach to problem solving.</li> <li>▪ Able to deploy an interpersonal approach appropriate to each situation.</li> </ul>		Interview

	<ul style="list-style-type: none"><li>▪ Able to work on own initiative but also be a team player.</li></ul>		
<b>Other</b>		<ul style="list-style-type: none"><li>▪ Full UK Driving Licence &amp; ability to travel between sites.</li></ul>	Application form/interview