



## Job Description

**Job Title:** Finance Officer

**Responsible To:** Financial Controller

### Primary Objectives:

Provide general support to the Financial Controller and the Finance Business Partner in maintaining Vista's accounting records and the production of monthly management accounts, year end financial accounts, budgets and forecasts.

Responsibility for running accounts payable and overseeing the control of other purchasing transactions and sales invoices.

### Main Duties and Responsibilities:

- Assist the Financial Controller with the processing of all financial transactions.
- Assist the Finance Business Partner with the management accounts, budget development and forecasting process.
- Responsible for the purchase ledger ensuring all invoices are processed in a timely manner.
- Responsible for the sales ledger ensuring sales and grant invoices are raised as required.
- Support the Financial Controller with credit control.
- Assisting with the year end audit and ensuring compliance with the schedule of audit deliverables.
- Preparation of monthly control account reconciliations.
- Recording and monitoring of all restricted funds and safe custody accounts.
- Attend internal and/or external meetings as required.

## **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: Finance Director**

**Date: January 2021**

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