

## 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:

- Ensure that sales invoices are raised for funders, clients and other customers in time for payments to be made when due.
- Perform regularly, a credit control function for all outstanding invoices.
- Support the Finance Manager with the preparation of monthly control account reconciliations as well as cashflow forecasts.
- Work with Fundraising to ensure all incoming monies are recorded accurately.
- Accurately record and reconcile all cash receipts within the accounts system.
- Assisting the Finance Manager in the production of monthly management accounts and related information to agreed timescales.
- Develop and maintain business partnering arrangements with managers to ensure effective financial controls.

- Assisting with the year end audit and ensuring compliance with the schedule of audit deliverables.
- Respond and monitor all queries from external customers and ensure they are dealt with in a timely manner.
- Provide cover for the Finance team during periods of absence.

## **Resources:**

### **People**

Key point of contact for accounts receivable queries

Respond to supplier and customer enquiries.

### **Financial**

Support in the production of the Charity's management accounts, year end accounts, forecasts and budgets.

Monthly control account reconciliations.

### **Non-financial**

Generating monthly ad hoc reports.

Deputise for the Finance Manager during periods of absence.

### **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: BKD**

**Date: July 2022**

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>▪ Educated to 'A' level standard.</li> <li>▪ Minimum GCSE Grade 3 in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>▪ AAT qualified.</li> </ul>	<p>Application form</p> <p>Certificates</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a finance office e.g. AP,AR, etc</li> <li>▪</li> </ul>	Substantial experience in dealing with control accounts.	<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> <li>▪ Able to work on own initiative but also be a team player.</li> </ul>		Interview