



Job Description

Title:	Finance Officer
Responsible to:	Team Manager (Finance & Resources)
Salary:	£30,313 to £33,514 pro-rata
Hours:	Negotiable between 30 and 36.25 hours per week

Our Values:

- We believe that everyone deserves to be treated with fairness and dignity and is supported to make a positive difference in his/her life.
- As an organisation that embraces challenge, we need to demonstrate a culture of kindness, compassion and creativity.
- Working together, we keep the needs of carers and disabled people at the centre of everything we do... because we care.

Our work contributes to achieving the following Improved Outcomes for Unpaid Carers:

- As a unpaid carer, you have improved emotional and physical wellbeing and achieve your personal goals and outcomes.
- As a unpaid carer, you can combine caring responsibilities with work, social, leisure and learning opportunities and have a life outside caring.
- As a unpaid carer, you are supported to manage your caring and minimise the impact of financial hardship, as a result of caring.
- As a unpaid carer, you are included in deciding how you are supported and are able to influence how services are provided.

Purpose of the Post:

- To provide support to the Team Manager (Finance & Resources) and other Centre staff in ensuring the centres finances are efficient and robust.
- To lead on the operation of the purchase and sales ledger functions of the organisation and to provide accurately and timely reports to the centre's staff and Trustees.
- To support members of the Finance & Resources Team with the payroll and pension functions on occasion.

Key Duties:

- To ensure that all income and expenditure is recorded accurately and timely within Sage software.
- To process all payments and bank all income received by post.
- To maintain the purchase and sales ledger.
- To ensure that monthly payments are made to HMRC within set deadlines.
- To ensure all costs are paid on time by BACS.
- To issue invoices for the centre as a whole and operate efficient credit control procedures.
- To oversee and reconcile the petty cash system.
- To process annual gift aid returns.
- To prepare the first draft of monthly management accounts.
- To liaise with Team Managers, Team Leaders and other staff to ensure monitoring of funding streams and financial reports are available in a timely manner.
- To assist with banking and authorisation of limited funds within the company's main and third-party clients' accounts.
- To assist the Team Manager with preparation for the annual statutory audit.
- Provide relief cover for other members of the Finance & Resources Team for weekly payroll processing (Sage Payroll) when required.
- Maintain electronic and paper records and file documentation appropriately.
- Deal with day-to-day enquiries from staff and other professional contacts.

Management of Staff

- Manage staff as identified by the Team Manager (Finance & Resources).
- Recruit, support and manage volunteers to support the development of the service.

General Duties

- To maintain accurate and confidential records.
- To work within the Centre's existing and new policies and procedures.
- To work within the Centre's multi-disciplinary team to ensure that all unpaid carers and disabled people receive the best service possible.
- To undertake all necessary training and development as identified with the Team Manager (Finance & Resources).
- Produce information to inform management, Board and external stakeholders as requested.
- To undertake any other duties as required to ensure the development and success of Dundee Carers Centre.

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

This role is not classed as regulated work as set out in the Centre's Protecting People Policy but is subject to a satisfactory Basic Disclosure.

Finance Officer

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education	<ul style="list-style-type: none"> • Good level of education including qualifications in English and numeracy 	<ul style="list-style-type: none"> • Recognised accountancy or bookkeeping qualification
Knowledge	<ul style="list-style-type: none"> • Knowledge of accountancy and banking procedures • Knowledge of SAGE accountancy systems • Understanding of payroll systems and statutory deductions • Understanding of charity finance standards • MS Excel, Office 365 and database experience • Office systems and procedures 	<ul style="list-style-type: none"> • Knowledge of disability/caring issues
Experience	<ul style="list-style-type: none"> • Experience of SAGE Accounts • Experience of SAGE Payroll • Experience of working with multiple funding streams and cost allocation models • Experience of financial reporting to Management Account level 	<ul style="list-style-type: none"> • Experience of VAT processing and returns • Experience of working in the voluntary sector

<p>Skills/Abilities</p>	<ul style="list-style-type: none"> • Excellent communication skills. • Ability to establish and monitor clear systems for recording and monitoring. • Ability to present reports in an accurate and concise manner • Ability to develop and enhance systems and processes • Excellent organisational skills • Customer care skills – face to face and on telephone • Accuracy and attention to detail 	
<p>Qualities</p>	<ul style="list-style-type: none"> • Ability to work in a team as well as on own initiative • Resourceful and creative approach • Excellent interpersonal skills • Ability to work within tight timescales and deadlines • Commitment to personal development 	