

Finance Officer (Part Time)

Job Title	Finance Officer
Job Purpose	To provide the charity's financial recording, monitoring and reporting requirements.
Responsible to	The Chief Executive Officer Chair of Trustees and SMT
Working with	The Chief Executive Officer Chair of Trustees and SMT, staff and volunteers.
Responsible for	Ensuring the charities financial controls and recording systems are up to date. Preparing monthly management accounts. All financial task of a small but busy charity.
Hours	21 - 25 hours per week
Salary	£22,937 to £26,293 pro rata, depending on experience
Location	17 Finkle Street, Kendal, LA9 4AB

Key objectives

- The day-to-day maintenance of the charities Sage accounting systems, ensuring all inputs are completed in a timely manner.
- Completing monthly management accounts, cash flow forecast, running the payroll system.
- Ensuring all banking procedures are completed in a procedurally correct and compliant manner, including all payments and cash handling.
- Ensuring all milestone dates are met for completion of tasks ensuring the production of accurate management accounts, VAT returns, Payroll, and expenses payments.

Specific duties and responsibilities

- Working with all departments to ensure all expenditure and income is signed off and accounted for, compliant with procedure.
- Provide advice to the Chief Executive Officer and/or the Deputy Chief Officer of any financial issue's that may affect normal operating procedures and/or put the charity at risk.
- Ensure all monthly accounting processes are completed by the agreed milestone dates, liaise with department managers to ensure all finance information is provided in a timely manner.
- Become conversant with the Retail divisions epos reporting system and ensure the information provided is accurate and signed off by the Retail manager.
- Provide support to the Chief Executive Officer and/or Deputy Chief Officer in the preparation of monthly management reporting.
- Provide preparatory support to the Charities auditors to ensure the timely completion of the Charities year end audit procedures.