

JOB DESCRIPTION

Job title: Finance Officer

Service: Finance

Salary: Grade 2 Point 16 – 19

Hours: Full-time (37 hours per week) & part-time posts available

Location: Head Office, London

Responsible to: Senior Finance Officer

Key tasks and responsibilities:

1. To be responsible for the accuracy of postings to the nominal ledger, transactions arising from cashbook payments, purchase ledger, staff expenses, petty cash and credit card within given deadlines.
2. To maintain suppliers and employees expenses records, deal with queries and undertake the reconciliation of suppliers accounts
3. To input and/or upload purchase invoices and grants minutes data into the computer to ensure that accurate and up to date financial control information is available within given deadlines.
4. To process other transactions for conduit services.
5. To prepare BACS schedules and cheques for signature by the Directors, and ensure remittance advices are e-mailed to all suppliers and employees.
6. To maintain, and reconcile, Family Action's bank accounts,
7. To ensure procedures are up to date and reviewed regularly.
8. To organise workload to enable the Senior Finance Officer to meet monthly reporting deadlines.
9. To maintain good communication between project managers and the management accounts team.
10. To ensure that queries are prioritized and responded to within a reasonable timescale.
11. Carry out ad-hoc projects and analysis as required.
12. To maintain filing and other information storage systems to ensure that up to date information is readily available when required on management accounts.
13. To adhere to other Family Action's policies and procedures.

14. To take personal responsibility within the scope of the job for presenting a positive corporate image of Family Action.
15. To undertake other duties appropriate for the job purpose as may be require from time to time. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services
16. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
17. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
18. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
19. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
20. Assisting with the preparation of quarterly and year-to-date returns and monitoring forms to funders.

Person Specification

1. A part qualified accountancy qualification with recognised accounting body, NVQ 4 or equivalent degree qualification in accounting/finance
2. Relevant experience in an accounts/finance team.
3. The ability to input information quickly and accurately, with attention to detail.
4. Computer literacy including competency in the Microsoft Office suite of products.
5. Demonstrated experience of working with computerised accounting systems
6. A good understanding of accounting concepts including their application.
7. Ability to work collaboratively and communicate effectively with colleagues across Family Action.
8. Ability to prioritise work and meet tight reporting deadlines
9. Experience of generating management information reports
10. Ability to use initiative and to suggest new ideas for service improvement
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 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services