



## **JOB DESCRIPTION**

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| <b>Job Title:</b>      | <b>Finance Officer</b>                           |
| <b>Responsible to:</b> | <b>Director of Finance and Company Secretary</b> |
| <b>Location:</b>       | <b>Home and Dandelion Time, West Farleigh</b>    |
| <b>Hours:</b>          | <b>22.5 hours – 30 hours over four days</b>      |
| <b>Salary:</b>         | <b>£24K - £26K (pro rata to hours)</b>           |

### **Job Outline**

The Finance Officer records all financial transactions of the charity and implements controls to achieve accuracy, minimise the opportunity for financial loss and provide up to date information. The Finance Officer will work closely with the Director of Finance to achieve good segregation of duty.

### **Duties and Responsibilities**

- To administer and maintain accurate records of all financial transactions for the charity including data input and reconciliation of computerised accounts. The charity is currently using 'myfundaccounting' (finance coordinator) and eTapestry CRM.
- Administer payroll, PAYE & NI (including Year End and monthly RTI tax returns) using Iris Payroll.
- Gift aid - administer declaration forms, record and process claims and GASDS at least twice yearly
- Manage banking and petty cash including monthly reconciliations
- Work in conjunction with Director of Finance in the preparation of financial accounts and management accounts and provide information to Independent Examiner/Auditor
- Administer the charity's pension scheme with the external provider Aegon
- Raise and manage invoices, maintain debtor's ledger
- Raise payments for services and expenses
- Order processing for food, session supplies and site maintenance
- Implement necessary upgrades of any financial related systems

### **Team working**

- Prepare for and attend regular team meetings, training, annual appraisals and personal development sessions
- Keep up to date with and implement Dandelion Time policies and procedures attending mandatory training when required
- To work closely with line manager to establish targets and develop strategies to meet them.
- Maintain a sensitive and professional approach towards colleagues and service users, mindful of confidentiality and anti discriminatory practices.
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues, volunteers, children and families

- To undertake any other relevant duties as required to ensure the effective provision of Dandelion Time objectives

### **Other requirements**

This post requires regular screening by the Disclosure and Barring Service (DBS).

The post holder will be required to attend up to 3 days of mandatory training per year and team meetings. These may be outside of normal work pattern.

This job description will be reviewed from time to time and may be updated depending on the changing needs of the organisation.