**Job Description**

**Post:** Finance Officer

**Hours per week:** 34 (full time) normally worked over 4 days - see the Information for Candidates for further important detail on Beat’s working hours

**Salary:** £27,572

**Contract:** Permanent

**Location:** Norwich with considerable flexibility to work from home - see the Information for Candidates for further important information about Beat’s offices.

**Our Values**

At Beat, we share the vision of an end to the pain and suffering caused by eating disorders. We are inspired by the people we serve, by the difference we can make, and by our commitment to each other.

To make our vision a reality, we need to be bold. It takes a particular courage for our beneficiaries to ask us for help. And we need to be courageous in return – being proactive in seeking new opportunities, embracing new ways of working, and challenging things that are preventing our vision from becoming a reality.

Central to our success is our commitment to building and maintaining supportive and mutually empowering relationships with our colleagues, supporters and beneficiaries. In turn, these relationships provide us with unique experience and learning, which we use to speak with both compassion and authority about the realities of eating disorders.

We also believe that people performing at their best are happier in their work and that happy people perform at their best. So we create and protect a trusting and collaborative environment where people can experiment, learn and flourish.

We all have the responsibility of ensuring our behaviours and relationships reflect these values on a day-to-day basis and for holding ourselves and each other accountable when they do not.

When we get this right, we will achieve brilliant results together, making Beat a truly inspiring and enjoyable place to work.

**Purpose of the post**

The Finance Officers are responsible for supporting the wider organisation with any finance related issues and processes and for the smooth and efficient day to day running of the Finance Department. They will support the Finance Manager and Director of Finance and Resources in managing the charity’s finances.

**Relationships**

The Finance Officers report to the Finance Manager and are members of a five-person Finance Team. They work closely with budget holders and project managers across the organisation.

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**Key Responsibilities**

**Both postholders have the same responsibilities but will have areas where they lead. It is expected that they would be able to undertake any of the responsibilities listed to meet the needs of the organisation.**

1. Be the first line of support to empower budget holders in preparation of budgets, management accounts, bids for funding and financial queries. Answer finance related queries and provide support in use of all financial systems and processes
2. Maintain the accounting systems to ensure proper accounting records are kept for statutory and management reporting
3. Manage the raising of sales invoices, banking, credit card payments and processing of income onto accounting software
4. Fully manage restricted funds, working with directors, bid writer, project manager and others to ensure budgets and financial information within bids are to a high standard and are full cost recovery, funds are correctly identified and accounted for and are accurately reported on a monthly basis
5. Manage the purchase ledger function and staff and volunteer expenses, working with and overseeing the finance assistant and budget holders
6. Sales and Purchase Ledger control, including processing and reconciliation of accruals and prepayments
7. Various reconciliations including all bank accounts, all control accounts and petty cash to maintain control over accounting records and ensure accuracy of information
8. Prepare management accounts and share with budget holders within agreed timescales to produce timely, accurate and relevant information
9. Work to prepare financial statements with full supporting documentation. Work with the Finance Manager and Director of Finance in preparation and carrying out of external audit and publishing of financial accounts.
10. Process monthly Payroll and submit relevant returns to the respective authorities including processing and administration of relevant deductions including pensions
11. Support preparation and submission of Gift Aid returns. Prepare and submit VAT returns to HMRC accurately and promptly
12. As a team design and update financial controls to mitigate risks identified
13. Support non finance staff in finance procedures through induction, enabling software access and ongoing support. Covering all queries but specifically the purchase order and expense claim processes
14. Be willing to share your knowledge and skills to empower and support financial and non-finance staff
15. Be responsible for your own learning and maintain an up-to-date knowledge of financial legislation and reporting standards
16. In an environment of continuous improvement, monitor, maintain and update financial processes and procedures, in conjunction with the Finance Director, Finance Manager and Budget Holders ensuring systems documentation is kept up to date. Be pro-active in looking at use of IT and new or existing software for efficiencies within finance and for the wider organsiation
17. Other responsibilities relevant to the purpose of the role as required by the line manager

These responsibilities are subject to review and may be varied in emphasis depending on operational requirements

**Person Specification –** Finance Officer

Candidates should take each of the points below and, using each as a sub-heading in the application form, demonstrate how they meet the requirements of the role.

Relevant Experience

* Have worked in a finance role demonstrating strong and proven accounting skills from transactional processing to Trial Balance preparation, preferably gained in a charity setting

Personal Competencies

* Ability to operate effectively in a highly cohesive, high performing team based on the principles of trust, mutual respect and empowerment.
* Strong and proven accounting skills from transactional processing to Trial Balance preparation, preferably gained in a charity setting
* Able to understand and communicate financial reports in a way that those without financial training can understand
* Computer literate including use of Microsoft Word, advanced Excel, Outlook, accounting software, ideally Sage 200 accounting and payroll software.
* Good organisational skills and ability to prioritise work
* Ability to work independently using own initiative
* Minimum of Grade A - C at GCSE in Maths and English

Specific Knowledge

* Recognised Accountancy Qualification
* Knowledge of VAT and Gift Aid an advantage