



Job Description

Post title:	Temporary Finance Officer
Responsible to:	Coordinator
Responsible for:	Volunteers
Salary:	£10 per hour
Hours:	5 hours per week, term time only

Purpose of Post

To ensure appropriate financial management and planning to enable a rapidly growing organisation to run efficiently and sustainably, continuously improve its services and maintain its reputation; in accordance with its constitution, good bookkeeping practice and in compliance with the legal requirements upon charities. This post is home based with expectations to attend some Welcome to the UK sessions in and around Southend.

Funding has been secured for this role for the next 6 months, we are working towards continuing this income to keep the role in place.

Principal Duties

- Develop budgets, forecasts and financial plans in collaboration with the Coordinator. Assess the financial implications of external events and internal changes. Monitor financial risks and advise on the financial impact of strategic decisions.
- Prepare regular management accounts (monthly and quarterly) showing income and expenditure against budget, monitor reserves and monitor compliance with restrictions on the use of funds.
- Arrange for the production and examination or audit of the end of year accounts in accordance with legal requirements. In collaboration with the Coordinator and Trustee, ensure that timely and accurate documents are submitted to the Charity Commission and Companies House.
- Be the primary liaison point with the Treasurer and the External Auditor.
- Ensure that the organisation has and follows written policies on financial procedures and controls to ensure efficient use of resources and integrity of accounting records.
- Ensure that financial procedures are reviewed, updated and improved as appropriate, in line with the changing needs of the organisation.
- Take full charge of day to day bookkeeping and reporting duties using Xero, to include sales ledger invoicing, credit control, purchase ledger processing & payments.
- Payroll data compilation for external payroll processing.

- Ensure that recording of income and expenditure, bank reconciliation, payment of invoices and reclamation of Gift Aid are administered accurately and in a timely manner.
- Ensure that effective financial records are maintained in the accounting system. Maintain well-organised paper records where required.
- Manage the relationship with our banks and be a bank signatory, able to sign cheques and authorise salaries and other online payments in accordance with the Trustees' policy on authorisation. Manage cashflow, using online banking facilities to move funds between accounts as required.
- Participate in ad hoc tasks compatible with the role in order to ensure the smooth running of Welcome to the UK.

Person Specification

The ideal candidate will have knowledge, experience, skills and a proven track record in the following key areas:

Attributes	Essential	Desirable
Relevant Experience	At least 2 years experience of working in administration and/or diary management.	Experience of volunteer or working in the voluntary sector.
	Ability to produce accurate accounts, budgets, forecasts, and reports for different audiences, to deadlines.	Experience of working with those who have English as a second language.
	Knowledge of charity accounting and reporting requirements e.g. restricted vs unrestricted funds.	Accounting Qualification (CIMA, AAT, ACCA) or willingness to work towards.
Skills & Knowledge	Good time management.	Ability to make a contribution to the work of the team whilst being able to work independently.
	Strong aptitude for numbers and accountability	Understand procedures and legislation relating to confidentiality, GDPR and demonstrate sensitivity and tact in confidential situations.
	Ability to do some financial analysis, to identify trends and answer queries.	
	Good IT skills, particularly with Microsoft office programmes.	
	Ability to provide financial outputs to support fundraising and donor management.	
Personal Attributes	Strong communication skills.	
	Ability to work in a multi-cultural, voluntary organisation, and commitment to equal opportunities.	
	Resourceful, enjoys responsibility, committed to quality, sound judgement.	
	Honesty, integrity and professionalism.	
	Numerical accuracy with attention to detail.	
	Organised, methodical and precise.	

Please send your cv on welcome2theuk@yahoo.com