Job Description

Job Title : Finance Officer

Reporting To : Head of Finance

Location : Jack Dash House, 2 Lawn House Close, London E14 9YQ

The Finance Officer will be familiar with audits, bookkeeping and budget preparations. You will have clear interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. You should also have excellent organisational skills and be able to handle time-sensitive tasks. Ultimately, you’ll be responsible for the day-to-day management of our financial transactions and procedures.

Main duties - Finance

- Keep accurate records of all daily transactions / daily bookkeeping
- Support the Head of Finance to compile financial information for monthly and quarterly management accounts and annual statutory accounts
- Lead on all external invoicing keeping the Head of Finance informed of overdue income
- Participate in financial audits
- Maintain the Chart of Accounts
- Support the review of financial policies and procedures
- Prepare Gift Aid Claims in consultation with the Development team
- Ensure correct processing of invoices from suppliers, ensuring that invoices are authorized in accordance with the Delegation of Authority policy and coded to correct account and cost centre.
- Ensure entries in QuickBooks have the relevant documentation attached
- Input all payments for processing in Barclays.net
- Process BACS payments to suppliers, staff members for expenses claims
- Work with the Head of Finance to identify gaps in work practices and develop new procedures as the organisation continues to grow
- Train new staff on financial policies and procedures and provide refresher training for existing staff, to ensure that all staff adhere to organisational financial policies & procedures
- Support colleagues with budget management and reporting
- Maintain our asset register
- Support colleagues in preparation of grant applications and financial reports to funders including support on budget preparation, and preparing periodic internal financial reports on project income and expenditure
- Ensure returns are sent to Companies House, the Charities Commission and HMRC as required and on time
- Perform other financial duties as delegated by the Head of Finance
Person Specification

Job Title: Finance Officer

Essential Skills / Experience
- Qualified bookkeeper accountant with at least two years experience
- Direct experience of producing management accounts through to year end accounts
- Strong attention to detail and an investigative nature
- Comprehensive knowledge of Excel and QuickBooks
- Have an analytical approach
- Effective communication skills, including written, and the ability to convey complex financial information to a non-financial audience
- Experience of delivering accurate information within necessary timescales
- Experience of working within a small professional team

Desirable
- Knowledge of the social needs of East London
- Experience or a good understanding of charity finance and SORP requirements

Flexible / Remote working

Salary: £30,000 fte

Working Hours: 21 hrs per week

Annual Leave: 23 days pro rata, plus bank holidays

Pension: 7% (5.5% employer contribution, 1.5% Employee)