

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Finance Officer</b>
<b>Location:</b>	Home, Hybrid, Office
<b>Hours of Work:</b>	21-35 hours per week
<b>Accountable to:</b>	Head of Finance and Business
<b>Responsible for:</b>	No Reports
<b>Pay Group:</b>	£24,253 full time equivalent
<b>DBS Eligibility:</b>	No (see below) Basic checks

*Please note that this position is not deemed to meet eligibility for an enhanced level DBS check. However, the post-holder will be expected to supply a self-declaration and a Basic Criminal Records Disclosure Certificate prior to commencement of employment as part of our Safer Recruitment Policy.*

### **Job Purpose**

To work closely with Head of Finance and Business to ensure smooth operation of all Finance matters.

### **A. Main Responsibilities**

1. To provide internal finance support including processing bills, sending invoices and supporting with payroll.
2. To provide external finance support to our members including answering calls and emails and following up unpaid transactions.
3. To cover general enquiry and membership calls when needed.

### **B. Specific Responsibilities**

1. Work with the training and consultancy teams to efficiently issue invoices for our services.
2. Ensure all bills and expenses are authorised, correctly coded and inputted for payment.
3. Manage finance related member emails and phone calls.
4. Administer the direct debit system including sending new mandates, tracking and pursuing outstanding funds and managing any member queries.

5. Support Head of Finance and Business with running Payroll and reconciling all our bank accounts.
7. Maintain accurate filing systems to facilitate audit trail or records for ease of review and maintain systems of internal controls
8. Cover for membership and general enquiry phone calls when needed.

**C. General Responsibilities**

1. Ensure that all work supports and promotes the values and ethos of thirtyone:eight as a Christian organisation seeking to promote safer environments for vulnerable people.
2. Contribute skills and knowledge as part of a staff team and attending staff and other meetings where required.
3. Contribute to the development of an inclusive and empowering culture of excellence and effective team working environment within thirtyone:eight.
4. Contribute to and comply with effective recording and data management systems in accordance with thirtyone:eight and professional guidelines (e.g. confidentiality, information sharing and secure storage of data).
5. Participate in staff development and training programmes which aim to enhance individual skills and create opportunities for professional development.
6. Contribute skills/knowledge as part of a staff team and attend staff/management meetings where required.
7. Participate in the range of other work undertaken by thirtyone:eight, both directly and in terms of offering support, collaboration and back-up to other staff members where needed.
8. Ensure all work undertaken promotes equality and diversity.
9. Ensure all work contributes to and underpins the thirtyone:eight mission, vision and strategic plan.
10. Under the Health & Safety at Work Act and associated guidance, take adequate care for the health and safety of oneself and other persons who may be affected by acts or omissions to act.
11. Undertake any other reasonable duty or task in accordance with the objectives of this post as required by the Head of Finance and Business.

## PERSON SPECIFICATION

**Post Title:** Finance Officer

**Essential Qualifications:** GCSE or equivalent to grade C in Mathematics and English.

**Desirable Qualification:** Level 2 in Financial and Management accounting or equivalent experience.

### A. Essential Personal Characteristics and Qualities

1. Honesty
2. Integrity
3. Openness
4. Collaborative
5. Solution-focused
6. Learning
7. Creative
8. Fair
9. Committed
10. Passionate

### B. Skills and Experience

1. Essential-Excellent written and verbal communications skills, with the ability to deal with a wide range of people, either by phone, email or face-to-face in a friendly but professional way.
2. Essential-Experience of managing and prioritising a diverse workload and multiple tasks in a fast-paced environment with tight deadlines.
3. Essential-Experience of using IT solutions and programs (e.g. MS Office - Word, Excel, Outlook, Access, PowerPoint) and other office products to an advanced level.
4. Desirable-A minimum of 2 years accounts/finance office experience.
5. Desirable-A working knowledge and understanding of financial procedures, policies, regulations and financial terms for charities.
6. Desirable-A working knowledge of Dynamics 365.

**C. Essential Knowledge, Motivation and Attributes**

1. Motivated by delivering services to a high standard.
2. Meticulous attention to detail.
3. Ability to deal with information sensitively and confidentially.
4. Ability to work within defined procedures and to apply regulatory requirements quickly and accurately.
5. Ability to operate both independently and as part of a team.
6. An understanding of and commitment to thirtyone:eight mission, values and behaviours.