



JOB DESCRIPTION

Position:	Finance Officer
Hours:	15 hours a week (with a possibility of increased hours in the future, depending on funding)
Salary:	£14,000 pro rata (£35,000 FTE) plus NEST pension scheme
Place of work:	Home-based with occasional travel
Key contacts:	Parents 1st CEO, Parents 1st accountants, Parents 1st staff team, suppliers
Reports to:	CEO – Parents 1st
Responsible for:	Administration of the financial operations of the charity

Summary of Purpose

The Finance Officer is responsible for supporting the CEO with the maintenance of financial operations and monitoring the charity's financial health. Duties include but are not limited to, maintaining accurate financial records, preparing budgets, preparing financial reports, reconciling banking, assisting with financial audits, administering monthly payroll, reviewing financial policies and ensuring compliance with legal requirements. The post holder will use Xero accounting software and work closely with the Parents 1st staff team and external accountant.

Key Accountabilities

- Supervising bookkeeping and systems:
 - Supporting administration staff to deliver accurate bookkeeping.
 - Ensuring Xero accounting systems are set up and maintained accurately.
 - Process invoices and prepare financial statements.
 - Reconcile bank and credit card statements.
 - Track deposits and payments.
 - Administer the monthly payroll.
 - Ensure the fixed asset register is maintained.
 - Credit control and chasing debtors.
 - Manage the filing, storage, archiving and security of documents meeting all data protection requirements and responsibilities.

- Obtain quotes and ensure renewals.
- Administration of grant funding:
 - Oversee the administration of grant funding, including monitoring of expenditure against budgets.
 - Work closely with programme managers and the CEO to ensure accurate financial reporting for grant-funded projects.
 - Liaising with donors and funding agencies to provide financial information as required.
 - Assist the fundraiser with the preparation of grant proposals and funding applications.
 - Provide financial guidance and support to the staff within the charity ensuring compliance with grant requirements.
- Accurate financial reporting and monitoring:
 - Prepare regular accurate financial reports and balance sheets for the CEO and Trustees.
 - Support the CEO in financial analysis, communicating financial information that informs decision making by the Board.
 - Assist with preparation of annual budgets and monitor expenditure against budgets.
 - Assist with preparing financial forecasts and financial plans.
 - Liaise with the external accountant with auditing and preparation of End of Year accounts.
- Ensure the safeguarding of all Parents 1st UK finances via the review and implementation of financial policies and procedures.

General Duties and Responsibilities

Compliance with relevant policies and procedures, relating to all areas, including Child Safeguarding and Vulnerable Adults, Equal Opportunities, Health & Safety and other relevant areas

The duties and responsibilities in this job are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

General

NB This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced Disclosure and Barring Service check. When shortlisting we are looking to interview people who show on their application form that they meet the criteria and competencies listed below. Priority is given to the essential criteria. We will use the interview and assessment process to explore this further and to cover those areas that cannot be shown on a written application.

The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health and Welfare of him/herself and other employees in accordance with legislation, policy and Programme. Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If however, a certain task proves to be non-achievable then job redesign will be given full consideration.

It is the responsibility of the individual to inform the CEO of Parents 1st (in strictest confidence) of their medical history and any changes, which could affect their work duties.

Person Specification

Essential

Knowledge and qualifications

- Computerised accounts systems; Xero.
- Business & Administration and/or AAT Level 2 or equivalent qualifications. (Candidates qualified by experience will be considered)
- GCSE English and Mathematics qualifications or equivalent accreditation
- Microsoft programmes and Excel spreadsheets
- Knowledge of Charity Commission requirements

Skills

- Highly proficient computer skills including in-depth knowledge of Excel and major Microsoft programs.
- Good editing, data collection, record keeping and analysis skills.
- Excellent communication skills, both written and verbal.
- Ability to organise and undertake administration and record keeping within a regulatory framework.

Experience

- Experience of efficient office administration and providing financial support at a management level
- Extensive experience of working in a Finance Office

Personal attributes

The individual must maintain strict confidentiality in all aspects of performing the duties of the Finance Officer role to include absolute discretion concerning information shared with peers and colleagues. The Finance Officer must be able to demonstrate the following attributes:

- Be respectful at all times.
- Be able to communicate well at all levels, particularly financial information.
- Proactive and supportive in a team environment, whilst able to take initiative within the remit of the post.
- Be a good team player.
- Adaptable with a helpful and approachable manner.
- Self-motivated.
- Person of integrity, honest and trustworthy.
- Ability to maintain confidentiality and understand the relevance of this position.
- Ability to build rapport quickly, forming successful working relationships with external organisations or individuals.

Desirable:

- Flexible approach to working hours and duties including occasional unsocial hours.
- Willingness, when necessary to participate in occasional extracurricular activities.
- Willingness to attend appropriate training and development