



Job Description: Finance Officer

Responsible to: Finance Lead
Hours: To be agreed
Location: Home based
Salary: Unpaid position

Main purpose of job:

To assist with ensuring the smooth day-to-day running of the finance function and support the Finance Lead in maintaining and developing the function using the appropriate accounting software and associated applications. To assist the Finance Lead in ensuring the charity remains compliant with all statutory financial regulations that apply to it and any subsidiaries and help co-ordinate the preparation of data to meet key reporting requirements. Help drive forward the modernisation and digitalisation of the financial management systems.

Main duties:

The role includes but is not limited to:

Finance & Administration

1. To be responsible for accurate data input and analysis using accounting software and other commercial systems.
2. Processing transactions including purchase ledger, sales ledger, nominal ledger, payroll journals, general journals, bank posting; and helping resolve any related issues.
3. Monitor and process expenses.
4. Co-ordinate cash management and banking within the organisation under the direction of the Finance Lead.
5. Give administrative support to the Finance Lead.
6. Assist in processing and monitoring grants, donations and gift aid claims, and support non-financial managers with associated processes and documentation.
7. Support the Finance Lead in the setting and monitoring of budgets and assist non-financial managers in interpreting, preparing and monitoring related information.

Scope of job description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

Person Specification – Finance Officer

Essential	Desirable
Proven ability to support a significant finance function	An appropriate financial qualification
An understanding of, and interest in road safety and motorbiking	Experience of financial administration in the charity sector
Experience of working with Xero or similar accountancy software	Excellent working knowledge of Xero and an enthusiasm to learn more
Excellent computer skills including using main Microsoft packages as well as experience of remote working and related systems	Experience of using digital tools to modernise a finance function
Experience of supporting the preparation of annual accounts and organisational budgets	
The ability to work effectively as part of a team as well as the ability to work alone	
Good interpersonal skills	
Good communication skills (verbal and written)	Excellent communication skills with the ability to coach and support non-financial staff in developing their financial skills
Sound understanding of the differing requirements of management accounts and statutory accounts	
High organised and methodical	