

Finance Officer

Application Closing Date: Midnight 24th October 2021

Interview Date: 28th October 2021

Role: The position is initially a fixed term contract for 12 months at 16 hours per week, to be worked on a flexible basis.

Pay: £25,987 (full time salary equivalent based on 40 hours pw, to pro rata according to the contracted hours)

Accountable to: Cathy Leese (Finance Team Leader)

Holiday: 25 days annual leave plus bank holidays (all pro rata)

Probation Period: 3 months

Place of work: King's House, 245 Amptill Road, Bedford MK42 9AZ and applicant's home as required

1. PURPOSE: To assist the Finance Team Leader in maintaining accurate and timely accounting records for the King's Arms Trust, including regular reporting responsibilities, within the Christian ethos of the King's Arms Trust.

2. PRINCIPAL ACCOUNTABILITIES

Reporting to the Finance Team leader Cathy Leese and Head of Governance and Finance Rob Brown.

3. CONTEXT

The King's Arms Trust has an annual turnover in excess of £1.6m with several bank accounts and departments, and a subsidiary trading company. Maintaining clear, accurate and timely accounting records is key in a trust of this size and important in terms of the trust's growth as a whole. This is a critical area, ensuring that the day to day financial affairs of the trust run smoothly.

4. PRINCIPAL RESPONSIBILITIES

All responsibilities are to be carried out in line with the Christian ethos of the King's Arms Trust:

1. Data entry and budget reports
2. Cash flow forecast
3. Internet Banking
4. Gift-aid claims
5. VAT returns
6. Annual budgets
7. Finance Team Meetings
8. Fixed asset register & contracts spreadsheet
9. Invoicing

1. Data entry and Budget Reports

- Enter into Xero all income and expenditure transactions, including credit card transactions, using primary data such as receipts, invoices, paying-in books, cheque books etc.
- Reconcile Xero to bank statements and credit card statements each month.
- Produce a monthly budget report including variance analysis and, where required, an annual forecast.
- Draw to the attention of the Head of Governance and Finance or budget holders any unusual or unexpected trends in income or expenditure.
- Investigate and report to the Head of Governance and Finance any unauthorised or unexpected purchases and payments.
- Distribute reports to the Head of Governance and Finance and Finance Team members in a timely manner prior to team meetings.
- Ensure all financial papers are filed and maintained throughout the year.
- Maintain credit cards including reordering new cards and monitoring card limits

2. Cash Flow Forecast

- Upon completion of budget reports, reconcile cash inflow & outflow to the cash flow forecast taking into account any non-cash items/cash flows not reported in the budget report e.g.
 - VAT.
 - Invoices raised but money not received.
 - Loans received/paid.

3. Internet Banking

- Use of the bank internet system to set up payments and authorise payments as requested by other Finance Officers.
- To arrange internet payments for expense claims as authorised by two account signatories.
- Make international bank payments from time to time as required
- Monitor current and deposit account balances and ensure sufficient funds to cover outgoings.

4. Gift-aid claims

- Preparation of regular gift-aid claims in accordance with HMRC guidelines for donations to ensure funds are received in a timely manner.
- Maintaining a register of gift-aid declarations and ensuring all claims are confirmed against the register.

5. VAT Returns

- Completion of quarterly VAT returns using partial-exemption calculations.
- Calculation & entry of journals in Xero to clear the VAT control accounts.

6. Annual Budgets

- To work with the Head of Governance and Finance on the annual budget and cash flow forecast as required.
- To provide analysis of ongoing expenditure/income items to facilitate budget workings.

7. Finance Team Meeting

- To attend the Finance Team meeting, held approximately monthly during the day.
- Take minutes at this meeting, to be approved by the Head of Governance and Finance and distribute to all attendees in a timely manner.
- Awareness of and compliance with the King's Arms Financial Policies & Procedures document.
- To work and act at all times in accordance with the King's Arms Trust ethos and Code of Conduct.

8. Fixed asset register & contracts spreadsheet

- Maintain the fixed asset register for the Trust, ensuring all new fixed assets are labelled and recorded, and all obsolete assets are disposed of in the financial records.
- Collate contracts spreadsheet, keeping record of all contracts entered into by the Trust, and monitoring expiry dates. Reporting to the Head of Governance and Finance accordingly.

9. Invoicing

- Produce all invoices for the Trust, ensuring correct VAT treatment of invoiced items and a sequential numbering system is maintained.

5. PERSONAL QUALITIES

We are looking for an applicant who:

- Is sympathetic to the Christian ethos and values of the King's Arms Trust.
- Is friendly, warm, open and has a personable manner.
- Is able to work effectively as part of a team.
- Is flexible, teachable and reliable.
- Can take initiative in managing their own workload and hours.
- Has an eye for detail and works accurately and efficiently to deadlines.

6. HIGHLY DESIRABLE EXPERIENCE AND SKILLS

It is highly desirable that the applicant has:

- Excellent administration and organisational skills.
- Bookkeeping experience, preferably with Xero accounts and payroll.
- Good IT skills with experience of standard business applications and adaptability to learn new systems.
- Good working knowledge of Excel software.