## 

# Finance officer

**Reporting to:** Chief Executive

**Purpose:** To maintain financial and accounting services in order to meet legislative requirements and support the Dalgarno Trust operations.

The Finance Officer is responsible for preparing financial statements, maintaining cash controls, preparing the payroll and personnel administration, purchasing, maintaining accounts payable & receivables and managing office operations.

**Hours/days:** 6/7 hours per week. Days to be agreed.

**Salary:** £14 - £17 per hour (depending on experience)

## job Description

**Responsibilities:**

1. **Administer and monitor the financial systems:**

**Administer and monitor the financial systems in order to ensure that the Dalgarno Trust’s finances are maintained in an accurate and timely manner.**

* Assist with preparation of the budget.
* Implement financial policies and procedures.
* Establish and maintain cash controls.
* Establish, maintain and reconcile the General Ledger.
* Monitor cash reserves and investments.
* Prepare and reconcile bank statements against the General Ledger.
* Establish and maintain supplier accounts.
* Process supplier invoices and issue payments for all accounts due.
* Maintain the Purchase Order system.
* Ensure security for all credit cards details and verify charges.
* Ensure transactions are properly recorded and entered into our Xero accounting system.
* Prepare income statements.
* Prepare Profit & Loss and Balance Sheets.
* Prepare monthly financial statements.
* Prepare monthly management reports and report on variances.
* Assist with the annual audit.
* Maintain our XERO accounting system.

1. **Maintain financial files and records**

**Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys.**

* Ensure the safeguarding of all Dalgarno Trust funds.
* Issue, code and authorise purchase orders.
* Reconcile accounts payable.
* Prepare journal summaries.
* Reconcile accounts receivable.
* Compile source documents, invoices, purchase orders and delivery notes.
* Issue receipts for payments.
* Reconcile banking deposits with receipts.
* Maintain the petty cash system.

1. **Monitoring and Evaluation.**

* Maintain project costs against set budget and keep all spending evidences to meet the audit trail according to Dalgarno Trust financial policies and procedures.
* In liaison with the Project Managers, prepare project financial monitoring return for the funders.
* Support the Chief Executive on the fundraising process.
* Contribute to project evaluation and production of Dalgarno Trust’s Annual Report.

1. **Organisational**

* Observe the Safeguarding, Fair Processing (GDPR) Policy and the Equal Opportunities Policy at all times.
* Observe all rules relating to Health and Safety.
* Assist in cover arrangements during the absence of other members of staff and/or at times of pressure.
* Carry out any other duties required from time to time by the Chief Executive and/or by the Trustees.

**Person Specification**

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| **Essential** | **Desirable** |
| **Skills, aptitude, knowledge and experience:**   * At least 3 years’ experience in a Finance role within the Charity sector. * Experience and knowledge of using the accounting software XERO. * Accounts payable and accounts receivable processes. * Generally accepted accounting principles. * Preparation of financial reports /statements. * Computer literate and confident in using all MS Office software. * Office administration. | * An understanding of relevant financial and HMRC legislation, policies and procedures. |
| **Personal qualities:**   * Passionate about working with and on behalf of vulnerable communities. * Excellent organisational, record keeping and planning skills. * Excellent attention to detail. * Excellent written and verbal communication skills. * A positive approach to inclusive practice with colleagues and our community. * Reliability and trustworthiness. * Open mindedness and able to work alongside people from all backgrounds. | * Good management skills. * Flexibility – occasionally working hours might be changed. * Able to work in teams of various sizes both internally and externally. |
| **Qualifications**   * Degree in Accounting **or equivalent** **qualification** or experience. | * Health & Safety certificate * First Aid certificate * Completion of other relevant courses |