

## DALGARNO TRUST – NORTH KENSINGTON

**Job title:** Finance Officer

**Responsible to:** Chief Executive

**Hours:** 15 hours per week

**Salary:** £13-15 per hour (experience dependent)



### **Overview:**

We are looking for a talented, professional individual to lead on our financial functions and work with senior management and our diverse team of staff, suppliers and partners to develop effective strategies to manage long-term service sustainability.

With the relevant background, you'll have excellent understanding and experience of financial planning and demonstrable advanced ability to use computerised accounting software (Xero), CRM databases (Salesforce) , bookkeeping and Excel.

This is an exciting time to join the Dalgarno Trust where our small committed team would suit a well organised individual with a high level of attention to detail, who is able to communicate effectively with financial and non-financial staff, and is skilled in prioritising workload to work proactively and collaboratively.

## **ROLES AND RESPONSIBILITIES**

### **Finance**

- Day to day finance management of the organisation
  - Process supplier invoices and issue payments for all accounts due
  - Process invoices for income
  - Ensure all transactions are properly recorded and entered into our Xero accounting system
  - Prepare and reconcile bank statements
  - Ensure our financial transactions are processed securely s
  - Support the management and correct monitoring of cash transactions including petty cash
- Assisting with finance planning, budgeting, forecasting and annual accounts
- Produce of monthly management accounts
- Streamline and developing financial systems to improve efficiency and communication
- Work with accountant to process and transfer staff payroll, pensions and HMRC payments
- Assist with annual audit
- Maintain project costs against set budgets and monitor spending to evidence an audit trail according to the Dalgarno Trust financial policies and procedures
- In liaison with Project Managers, prepare financial monitoring returns for funders
- Support the Chief Executive on fundraising processes and other financial duties

## **PERSON SPECIFICATION**

### **Essential**

- Experience of working with financial software (Xero)
- Track record of overseeing finance and managing budgets
- Detail-orientated with an analytical approach
- Adept at creating/improving admin and internal communication systems
- Ability to manage own workload and prioritise effectively
- Resourceful and adaptable

**Desirable**

- Full or part qualified in a recognised accounting qualification or equivalent demonstratable experience
- Experience of working within the charitable/ not for profit sector Experience of working with CRM databases
- Interest in supporting vulnerable people, children and families