



Dear applicant,

**Finance Officer**

Thank you for your interest in the above post. Included in this pack is the following material:

- Job description
- Person Specification
- Application form
- Equal Opportunities Monitoring Form

Please note that the deadline for receipt of applications is Friday 2<sup>nd</sup> June 2017 at midnight.

Applications by email only.

Late applications cannot be considered.

If you have been short-listed for this post we will write to you confirming an interview time as soon as possible after the closing date.

For an informal chat about the post please contact Nicola Lambe (Chief Executive) on 0114 2755740.

If you do not receive a letter inviting you for interview, then you have not been successful on this occasion.

Please submit your application to [r.claringbull@ashianasheffield.org](mailto:r.claringbull@ashianasheffield.org)

Yours sincerely,

Nicola Lambe  
Chief Executive



**Job Title:** Finance Officer

**Reporting to:** Chief Executive

**Salary:** £22,000 - £24,000 pa

**Hours:** 37 hours per week

**Location:** Based in Sheffield

### **Finance and Accounts Officer**

The post holder will work closely with the Chief Executive and Senior Management Team to:

- Oversee the smooth running of the Ashiana finance functions.
- Provide sound financial information and advice to Board of Trustees, Chief Executive and management teams.
- Prepare and produce monthly management and annual statutory accounts ensuring compliance with SORP and all relevant accounting standards.
- Work closely with the Administrator to review, develop and implement financial and administrative structures that facilitate the effective delivery of Ashiana operational activity.
- Ensure records are maintained in accordance with the requirements of the Companies and Charities Acts and oversee quality and accuracy of all of data across the team.

This will be achieved through a variety of methods as outlined below.

### **Main Duties and Responsibilities**

- Overseeing purchase ordering and processing purchase invoices for payment by ensuring all invoices are matched up with delivery notes when relevant, invoices to be correctly authorised and coded.
- Ensuring the authorisation of expenditure and signing of cheques is carried out in accordance with the bank mandate and internal control systems.
- The financial administration of all payments, in accordance with statutory requirements and ensuring the timely receipt of these to the relevant beneficiaries. Inputting of all entries into QuickBooks and the subsequent filing of all payment documentation.
- Raising sales invoices promptly in QuickBooks, following up with monthly statements where necessary and optimising settlement within timescales. Invoices overdue by one month should

be flagged to the CEO for recovery action.

- The prompt banking of income. Reconciliations of all bank accounts to be prepared on a monthly basis. Dealing with the transfer of monies between accounts, and negotiation of appropriate and necessary banking facilities, as approved by the Trustees.
- Maintaining the petty cash system, inputting this information into QuickBooks and carrying out monthly reconciliations.
- Processing and recording of donations including Gift Aid administration
- Regularly backing up QuickBooks to an external storage device.
- Timely and effective administration of all aspects of Ashiana's payroll function and issue of appropriate payslips to employees.
- Maintaining confidential sick pay records and producing regular reports for the Trustees.
- Compliance with Work-place pensions legislation, ensuring procedures for automatic enrolment of all relevant staff are in place, with systems ready and on-going requirements met.
- To prepare monthly management accounts, annual budgets and half yearly forecasts alongside the CEO including analysis of variance
- Preparation of year-end accounting records in compliance with statutory requirements for passing to, and liaison with, Ashiana's independent auditors.
- To maintain and update the fixed asset ledger, and depreciation calculations /journals
- Reporting regularly to the CEO, Management Team, the Treasurer and, when appropriate, the wider Board of Trustees about finances.
- Maintenance of property, office and public / employee liability insurance arrangements, ensuring cover for business continuity and disaster emergency.
- Liaison with funders and other bodies, including HMRC, to ensure compliance with financial reporting requirements.
- Working closely with the Fundraising Officer in the preparation of bids to funders and costings thereof.
- Reviewing and developing finance policies and procedures appropriate for Ashiana.
- Contributing to, and where necessary improving, the maintenance of a safe and healthy working environment and general office procedures.
- Ensuring that Ashiana complies with software licensing regulations.
- Ensuring efficient operation of the computerised accounting system (QuickBooks) and, if appropriate, carrying out updates as required.
- Ensuring the digital information held by Ashiana is secure (e.g. adequate firewall and anti-virus

software, backups and suitable user-access policy).

- Assist in the maintenance and recording of Ashiana Lone Working safety check in system
- To support and update the Administrator on relevant progress and be prepared to cover any tasks in her absence reasonably suited to the role.

#### OTHER REQUIREMENTS

- To promote and comply with Ashiana's policies on diversity and to ensure confidentiality of all information both in the delivery of services and in the treatment of others.
- To attend supervision sessions, team meetings and appraisal meetings as appropriate.
- To work in accordance with the Organisations Health and Safety Policy and associated procedures
- To undertake any other duties appropriate to the grade and purpose of the job which may be determined by an agreement with the post holder and management.

### Knowledge, Training & Experience Required (Person Specification)

FACTOR	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	Qualified (ACA/FCA, ACCA/FCCA, CIMA OR CIPFA), working towards or have equivalent experience.	Degree level education Relevant IT / Administration based qualifications
KNOWLEDGE	Knowledge of database management and office systems  An understanding and sensitivity of the complex issues of violence against women and girls.	A working knowledge of social media functions in business
EXPERIENCE	Experience of working in an administrative and financial role  Experience of production of management and statutory accounts  Previous involvement in establishing and improving computerised accounting and financial management systems  Involved in the development and management of budget and forecasts  Experience of evaluating and implementing office systems and processes	Experience of Managing charity/social enterprise/third sector finances  3 years accounting experience in a 2-4 person team  Large and small grant monitoring and reporting

<b>SKILLS / ABILITY</b>	<p>Strong IT, administrative and organisational skills</p> <p>High level ability using Microsoft Office programmes including Word, Excel, Access and PowerPoint.</p> <p>Ability and experience in using QuickBooks or other similar accounting software.</p> <p>Ability to organise logistics for setting up meetings and workshops</p> <p>Excellent written and verbal communication and interpersonal skills</p> <p>Ability to communicate effectively and present sometimes complex information in an accessible way to high standards.</p> <p>The ability to work as part of a team and provide efficient and professional administrative support to other office members.</p> <p>The ability to prioritise own workloads and effectively manage a number of tasks at any given time.</p> <p>The personality and temperament to deliver in a high pressured environment.</p> <p>The ability to work with initiative and with limited supervision.</p> <p>Prepared to undertake continued professional development.</p>	<p>Presentation skills and the ability to tailor information to the audience.</p>
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