



Job Title: Finance Officer

Reporting to: Chief Executive and Operations Development Manager

Salary: £24,000 - £28,000 pa

Hours: 37 hours per week

Location: Based in Sheffield

Finance Officer Role

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 Finance 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.**
- **Oversee the Financial Administrator to ensure the administration of all payments, in accordance with statutory requirements and ensuring the timely receipt of these to the relevant beneficiaries.**

- 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.
- Processing and recording of donations including Gift Aid administration
- Timely and effective administration of all aspects of Ashiana's payroll function.
- 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 oversee the fixed asset ledger, and depreciation calculations /journals as completed by Finance Administrator
- 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. Report to CEO as relevant.
- Liaison with funders and other bodies, including HMRC, to ensure compliance with financial reporting requirements.
- Working closely with the CEO and ODM 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 efficient operation of the computerised accounting system (QuickBooks) and, if appropriate, carrying out updates and licensing requirements.
- Ensuring the digital financial information held by Ashiana is secure (e.g. adequate firewall and anti-virus software, backups and suitable user-access policy) as per Ashiana information security

policies.

- Assist in the maintenance and recording of Ashiana Lone Working safety check in system
- To support and update the Finance Administrator on relevant progress and be prepared to cover any tasks in her absence reasonably suited to the role.
- Be prepared to cover any tasks in Business Support Team 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	<p>Qualified (ACA/FCA, ACCA/FCCA, CIMA OR CIPFA), working towards or have equivalent experience.</p> <p>Relevant IT / Administration based qualifications</p>	
KNOWLEDGE	<p>Knowledge of database management and office systems</p> <p>An understanding and sensitivity of the complex issues of violence against women and girls.</p> <p>A working knowledge of social media functions and software in business</p>	
EXPERIENCE	<p>Experience of Managing charity/social enterprise/third sector finances</p> <p>3 years accounting experience in a 2-4 person team</p> <p>Large and small grant monitoring and reporting</p> <p>Experience of production of management and statutory account reports</p> <p>Previous involvement in establishing and improving computerised accounting and financial management systems</p> <p>Involved in the development and management of budget and forecasts</p> <p>Experience of evaluating and implementing office systems and processes</p>	

SKILLS / ABILITY	<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>Presentation skills and the ability to tailor information to the audience.</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>Ability to work within a diverse and culturally complex delivery team and beneficiaries.</p>	<p>Ability to speak a community language</p>
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