

Ruils

Job Description

Job Title:	Finance Officer
Responsible to:	Chief Executive
Salary:	£25,000 – £32,000 pro rata
Pension:	Employer contribution
Hours:	Part time 14-21 hours per week (could be school hours)
Based:	The DAAC, 4 Waldegrave Road Teddington TW11 8HT

Introduction

Ruils is a user-led charity based in the Richmond Borough that supports disabled children and adults and the elderly to live independently, be part of their community and to live life to the full. We provide information, advice, advocacy, befriending and activities to our clients and their families.

Post

The Finance Officer will be responsible for maintaining accurate financial records for the Charity. This will include day to day processing, financial and management reporting, assisting with budgeting and forecasting, cashflow, donor reports and Gift Aid.

This is a part-time role and would suit a candidate who is keen to maintain a flexible work/life balance. Flexible working including school hours is available. We would also consider supporting an experienced book-keeper who is looking to develop their management accounts skills and experience.

Key Duties

The post holder will:

1. Log all Supplier invoices on the payment authorisation spreadsheet and, when authorised, on QuickBooks.
2. Ensure all invoices are paid in accordance with suppliers' terms and in accordance with the Ruils Authorisation Procedure. This includes inputting payments on online banking for payment.
3. Ensure Sales Invoices are raised in accordance with contracts and on a timely basis.
4. Carry out key monthly processes i.e. bank, Petty Cash, Accounts Payable/Accounts Receivable, Bank reconciliations.
5. Process and submit VAT Returns.
6. Bank any cheques and/or cash received.
7. Allocate income and expenditure to the correct project codes and raise any issues with the CEO.
8. Prepare monthly management reports for the Finance, Fundraising and Marketing sub-committee including all variance analyses, Aged Debtors, Balance Sheet and revised forecasts as appropriate
9. Work with the CEO and the Treasurer in preparing relevant financial information for our annual audit.
10. Work with the CEO and the Treasurer in preparing the annual budget.

11. Support the Fundraising Manager with budgeting for fundraising applications.
12. Create and submit Gift Aid Returns.
13. Provide the CEO with accurate financial reports for funding monitoring purposes.
14. Work with the Ruils external Payroll and other external partners to ensure all payments are being made correctly.
15. Maintain and adhere to finance policy and procedures.

General

The post-holder is expected to work in line with the Ruils' policies and procedures including health and safety, confidentiality, safeguarding adults and children, and equal opportunities and diversity. In carrying out their duties the post-holder should endeavour to maximise the opportunity for children and young people with additional needs to be independent and to create opportunities that enable them to reach their full potential.

It is necessary for all employees to be flexible, and all employees may be required from time to time to perform other duties that may be required by the employer to provide effective services and to ensure the efficient running of the organisation

The post-holder will:

- Promote the work of Ruils including preparing publicity and promotional material;
- Be self-servicing and network pro-actively;
- Have excellent people skills, showing warmth and empathy but also maintaining good professional boundaries;
- Maintain efficient files and records, and record on the Ruils database;
- Produce monitoring reports and work in line with Ruils Quality Assurance requirements.
- Attend monthly staff meetings;
- Attend personal supervision and appraisal meetings;
- Attend professional development supervision sessions with a professional mentor;
- Attend and contribute to Planning Days and Events as and when required;
- Undertake any training necessary to improve performance;
- Comply with all relevant legislation.

The post holder will be expected to attend relevant training and professional supervision sessions.

The successful candidate will be required to undergo an enhanced DBS check.

Person Specification – Finance Officer

	Essential	Desirable
Education, Vocational Training & Qualifications	Essential Association of Accounting Technicians (AAT) qualified, ACCA/CIMA qualified or experience which demonstrates that level of applied and theoretical knowledge in accounting plus knowledge of the related systems, procedures and policies.	
Experience	<ol style="list-style-type: none"> 1. Experience in financial and management accounting processes (banking, procurement, invoice payment cycles). 2. Experience of day to day bookkeeping. 3. Experience of creating and monitoring performance against budgets. 	<p>Experience of charity accounts</p> <p>Experience of working with non-financial colleagues to improve their understanding of finance</p> <p>Involvement in annual audit process</p>
Knowledge & Understanding	<ol style="list-style-type: none"> 4. Working knowledge of QuickBooks (or equivalent) for bookkeeping and reporting. 5. Intermediate/advanced level of Excel and how to design a clear, user friendly reports. 	Understanding of charity accounting and reporting
Skills & Abilities	<ol style="list-style-type: none"> 6. Excellent technical, analytical and numeracy skills in order to monitor and work with large data sets or budgets. 7. Ability to perform accurate financial calculations 8. Excellent attention to detail. 9. Ability to organise and prioritise workload 10. Ability to work independently and use own initiative 11. Excellent written and verbal communication skills 12. Professional and flexible approach 	Ability to work to deadlines