



## SENIOR FINANCE OFFICER

### *Job Description*

<b>Service:</b>	<i>Finance &amp; Enterprise</i>
<b>Job Title:</b>	<i>Senior Finance Officer</i>
<b>Reports To:</b>	<i>Head of Finance</i>
<b>Location:</b>	<i>Based at YS Central Office in Taunton</i>

**Main Purpose of Post:** *Briefly – what is the job there for and why is it being done? Please attach an organisation chart to show clearly, the department structure and where the job fits with this.*

To work as part of a team to:

1. Deliver the day-to-day financial operations of the charity and ensure accounts are currently maintained
2. Carry out processing of day-to-day financial transactions in the charity's accounting package (Xero)
3. Act as the first point of contact for finance-related queries
4. Assist in the preparation of financial reports and claims e.g. for funders, SMT, Board

**Main Responsibilities and Duties:** *What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment.*

#### **Financial Accounting**

- Manage the purchase and sales ledgers, raising purchase order requests on Xero raising and processing all invoices, credit card bills and expense claims and statements
- Ensure Xero records are kept up to date and any obsolete debts or credits are removed from the system in line with financial retention requirements
- Work with management to maximise the use of Xero and any future development of the system
- Undertake the credit control function to ensure payments are received promptly and reporting any areas of concern regarding outstanding debts
- Process all bank transactions including payments via online banking and ensure at least monthly reconciliation of the Charity's bank accounts
- Process monthly cash flow reports for SMT and report any areas of concern
- Ensure donations and grants are accounted for correctly, including maximising the access to Gift Aid and claiming this at least quarterly
- Ensure accuracy of data entry and correct allocation across operational departments and nominal codes
- Maintain the integrity of the nominal ledger, posting all journals and undertaking analysis and reconciliation as directed
- Lead on the month end process ensuring SMT and budget holders receive accurate and up to date monthly reports including of all income, expenditure and commitments
- Take an active role in the planning and delivery of the year end process ensuring prompt completion of all year-end transactions and providing information and support to Head of Finance in the preparation of draft accounts and dealing with auditors' queries

#### **Financial Administration and Reporting**

- Review the effectiveness of all finance-related policies and raise any concerns with SMT where amendments need to be made
- Be the first point of contact for suppliers, customers, staff and Trustees on all finance related queries
- Submit Gift Aid claims at least quarterly, liaising with fundraisers as required in order to ensure all income is received
- Update and maintain the Charity's Fixed Assets Register in liaison with the Business Administrator, ensuring capitalised items are accurately recorded and depreciated and that checks against the register are carried out at least annually and reported accurately in the Charity's accounts
- Administer petty cash system in Young Somerset office/s, ensure they are reconciled monthly, reporting any concerns or issues
- Review, implement and maintain an appropriate online filing system for all the Charity's financial records, ensuring that filing is kept up to date
- Cross check systems and paperwork according to the appropriate Financial Policies and Procedures
- Support SMT on regular and ad hoc financial reporting, providing analysis and information as required
- Provide support to SMT and budget holders on regular financial tasks
- Support the ongoing review and implementation of Financial Policies and Procedures across different sites and operational departments

#### Other

- Understand and comply with all relevant legislation and adhere to organisational and operational policies, procedures and administrative procedures
- Ensure the utmost confidentiality in all elements of the role
- Undertake any other duties commensurate with the role, as required and requested

#### SUPPORTING PROCESSES

**Problem Solving and Creativity:** *Give examples of the problem solving and creativity involved in the job. This should include resolving issues over interruptions to work deadlines, priorities and changing demands. How often do these issues occur?*

The postholder will be required to work to external and internal deadlines, which can sometimes be short in timescale. They will need to effectively manage conflicting priorities and changing demands. Daily problem-solving is part of the role and the post-holder will need to demonstrate an ability to respond appropriately, and in a solution-focussed way, to meet the needs of young people, direct reports and the wider organisation.

Contentious, complex or significant matters are referred to a member of SMT as appropriate for advice or decision. Where an issue relates to Data Protection, the Data Protection Officer should also be informed.

**Decision Making:** *Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice.*

Required to make informed and appropriate decisions about use of resources and dedicated budgets.

**Physical Effort and Working Conditions:** *Give details and the frequency of any special effort needed, including the prolonged or frequent use of IT equipment and describe any particular working conditions, other than those encountered in a normal office environment, to which the job holder is subjected eg noise, outside working, unpleasant surroundings.*

The role will be office based in our offices in Taunton and with some flexibility to work from home over time. The role requires prolonged use of IT equipment and IT systems, including Xero and the Office 365 suite. From time to time, they may also be required to visit or work from other Young Somerset locations countrywide. The postholder will refer to our suite of policies to ensure safe and appropriate working conditions.

**Contacts and Relationships:** *Give details of the range and type of people within the Council or external organisations and including the recipients of services it is necessary to contact in order to carry out the responsibilities of the job. What is the range and purpose of the contact eg providing information or advice, directing, monitoring, influencing, motivating.*

Postholder will engage with a wide range of contacts and relationships, in order to answer queries, resolve issues and carry out day to day tasks.

The postholder will work with:

- Young Somerset staff and volunteers
- Young Somerset Board and Youth Board
- Providers and suppliers
- Voluntary and statutory agencies
- Local community members, management committees and organisations
- Parish, Town and District Councillors – and Officers
- Youth Councils and Forums
- School and College staff
- External agencies, training agencies and professionals from other organisations
- Visitors

**Additional Information:** *Anything else which is relevant to the job which is not adequately covered elsewhere,*

The postholder must be able to demonstrate commitment and enthusiasm towards Young Somerset's four core values:

- Putting Young People First
- Inspiring
- Collaborating
- Going further

A standard DBS clearance is required as post holder will be working in with confidential data and information. This post is exempt from the Rehabilitation of Offenders Acts.

Holiday entitlement is 27days, plus 8 Bank Holidays (pro rata for part time staff).

**Knowledge, Skills and Experience: (To be completed by the Line Manager)** *The minimum general education standard, qualifications, training and level of experience required by the job holder to be fully effective in the job. Note that this information should relate to the requirements of the job and not what may be available from existing job holders.*

1. **Key Competencies**

- Excellent organisational skills with the ability to multi-task, prioritise workload and meet deadlines
- Excellent verbal and written communication skills, including the ability to tailor information to different audiences
- Keen attention to detail - ability to maintain accuracy and speed of data entry.

2. **Qualifications**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Educated to GCSE standard or equivalent</li> <li>• Part or fully AAT Level 3 qualified or equivalent qualification / experience</li> </ul>	
<b>3. Work Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Previous and proven experience in a similar role</li> <li>• Demonstratable experience of being in a position of trust, including administering and day to day management of online banking</li> <li>• Experience of maintaining a finance function across different projects and department cost centres</li> <li>• Working collaboratively and in partnership with a wide range of internal and external stakeholders</li> <li>• Working with accounting systems and processes to record financial transactions</li> <li>• Experience of charity accounting including understanding of the requirements of the Charity Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Gift Aid administration</li> <li>• Managing an organisation's fixed assets register</li> </ul>
<b>4. Personal Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• IT literate with full working knowledge of SAGE, Excel, Word and Outlook</li> <li>• Able to analyse and present financial information in a concise and meaningful way</li> </ul>	<ul style="list-style-type: none"> <li>• Charity sector awareness and understanding of the legal financial requirements</li> </ul>
<b>5. Personal Qualities</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Team player</li> <li>• Good interpersonal skills</li> <li>• Adaptable and flexible approach</li> <li>• Resilience when working under pressure</li> <li>• Competent problem-solver</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to contributing to the wider organisational aims and activities of Young Somerset</li> </ul>

**Agreed** that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

Designated Senior Manager: ..... Date: .....