

Finance Officer Job Description and Person Specification



Job Title	Finance Officer
Reports to	Chief Executive
Hours	7.5 per week (0.2 FT Equivalent) Mainly Home working
Salary	£6,000 (£30,000 pro rata)
Direct Reports	n/a

Role Purpose: To support the Chief Executive in the financial management of the Centre, including processing income from donations and supporting the financial administration and operations of the Centre.

Main responsibilities:

1. To create a financial handbook (within the first 3 months) to outline and develop strong procedures and policies for effective financial management of the Centre
2. To process income from donations as per Centre policies
3. To log expenditure as per Centre policies
4. To ensure the maintenance of accurate financial records as per Centre policies
5. To assist in day to day financial administration (payment of invoices, payment of expenses, petty cash)
6. To support the development of financial reports to trustees and other relevant bodies
7. To manage weekly, monthly, quarterly and annual reports and tasks on time
8. To support the reclamation of GiftAid

Person specification:

Experience		
	Min 5 years' bookkeeping/accounting experience using accounting software. (Experience in Charity field an advantage)	Essential
	Ability and willingness to cover all financial tasks from data entry to strategic/policy	Essential
	Able to work on their own and attention to detail	Essential
	Excellent IT skills, particularly spreadsheet and accounting software	Essential
	Experience of producing clear, high quality financial analysis	Essential
	Experience of leading the annual budgeting process	Desirable
	Experience of compiling annual accounts and working with the independent examiner	Desirable
	Knowledge of charity finance law	Desirable
	Experience of Gift Aid reporting to HMRC	Desirable
	Experience of working with non finance professionals on financial tasks	Essential
Skills		
	Knowledge of accounting software	Essential
	Excellent communication skills.	Essential
	Ability to respond strategically to the external environment.	Essential
	Strong organisational and administrative skills.	Essential
	Creative approach to problem solving and overcoming challenges	Essential
Islington Centre aims and objectives		
	Strong understanding and empathy for the issues faced by refugees, asylum seekers and migrants.	Essential
	Commitment to fulfilling the organisation's strategic objectives.	Essential
	Understanding of the challenges and opportunities of working in a small charity.	Essential
	Understanding of best practice in working with vulnerable people and commitment to working within the organisation's Safeguarding policy.	Essential
	Commitment and understanding to actively promoting the principles of equal opportunities.	Essential

