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| --- | --- |
| Job Title  | Finance Officer (Temp) |
| Responsible to  | Head of Finance & Business Support |
| Hours of Work | 30 hours per week over 4 or 5 days (must include a Friday) to March 2023 |
| Salary  | NJC Scale Point 23 £27,741 FTE per annum (pro rata) |
| Contract  | Temporary |
| Location  | Juno Women’s Aid premises including co-location with statutory partners and community partnership locations. |
| Date Revised | November 2021 |

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| **JOB PURPOSE**  |
| As a member of our admin team, you’ll work closely with our Head of Finance and Business Support to provide day to day financial processing of all accounting transactions.You’ll have experience of working in a financial administration role including responsibility for purchasing, processing payments, income, banking and petty cash. You’ll maintain financial systems with the other Finance Officer, Finance Assistant and the Head of Finance and Business Services. You’ll maintain accurate records in relation to all Juno funds and ensure accurate monthly input of wage costs.As part of the business support team for this small charity you will also share in assisting with all general admin, equipment and facilities queries. |

# **PRINCIPLE DUTIES AND RESPONSIBILITIES**

**Main Purpose of the Role**

1. Assist in providing financial management of all accounting transactions and the annual preparation of Juno accounts
2. Maintain and develop financial systems with the team
3. Support Senior Managers and Team Leaders with financial data in relation to operational and service performance, and fundraising activities and ensure compliance with fundraising regulations.
4. Assist in maintaining accurate records in relation to all Juno funds, controlling incoming and outgoing resources.
5. Assist in ensuring accurate monthly allocation of wage costs and other costs
6. Understand budgets and assist with budget preparation and amendment as appropriate.
7. Assist with all basic transactions including petty cash, orders invoices, income and contract management, finance queries.
8. Assist business support with all wider queries from staff, members of the public and other agencies about any aspect of Juno’s work but in particular around equipment and other resources.

**Key Tasks- Detail**

1. Assist in providing financial management of all accounting transactions and the annual preparation of Juno accounts
* Fully utilise the QuickBooks accounting package to support the finance department
* Assist in reconciling all nominal ledger control accounts monthly
* Follow up and undertake forensic accounting work by investigating queries and anomalies, and completing journal entries as necessary
* Prepare statutory accounts for review with auditor in conjunction with the Finance Team; liaise with and assist the auditor during the annual audit as required
* Monitor and review income and service spend against budget
* Supervise the Finance Administrator in the absence Head of Finance
* There will be a regular need to cover in the absence of the Finance Administrator.

2. Maintain and develop financial systems with the Team

* Contribute to the continuous process of reviewing and updating Juno financial systems and procedures
* Liaise with the colleagues to ensure the accurate recording of donations and other sources of fundraised income and ensure compliance with fundraising regulations.
* Keep abreast of current legislation on charity accounting
* Assist with the review and implementation of the Finance Policy

3. Support Senior Managers and Team Leaders with financial data in relation to operational and service performance.

* Assist Finance Team and managers with funder / commissioner monitoring reports and queries
* Advise Senior Managers and Team Leaders on matters regarding financial and budgetary documentations, procedures and processes
* Assist with providing monthly, quarterly and annual finance monitoring reports, as required, to management and board of trustees.

4. Assist in maintaining accurate records in relation to all Juno funds, controlling incoming and outgoing resources.

* Assist with the preparation and monitoring of Juno cashflow
* Identify and highlight any issues and areas of under or over spend
* Liaise with Housing Authorities and Registered Social Landlords in respect of housing benefit, rent and void payments
* Produce reports from QuickBooks and in Excel as required by Juno and Commissioners

5. Assist in ensuring accurate monthly allocation of wage costs and other costs

* Liaise with CA Plus, our Payroll provider, in relation to wage and payroll queries
* In conjunction with the HR manager ensure wages are split by staff member to correct funding stream
* Ensure relief wage costs are allocated correctly

6. Understand budgets and assist with budget preparation and amendment as appropriate.

* Assist finance team and managers in preparing budgets for tenders, funding applications and service proposals
* Work closely with finance team to create organisational finance budgets, incorporating all service areas
* Establish and maintain the payment schedules for all contracts and funding streams
1. Assist with all basic transactions including petty cash, orders invoices, income and contract management, finance queries.
* Undertake the day to day input of transactions onto the accounting system and the maintenance of financial records including inputting and posting items using the Quickbooks system
* Raise purchase orders on the Excel database
* Process purchase ledger invoices
* Raise sales invoices for all funding streams
* Review, check and reimburse petty cash floats as necessary. Identify and refer any unusual spend to the Head of Finance and Business Services
* Attend the bank to deposit cash and cheques or collect cash to replenish petty cash floats
* Purchase items of equipment and resources in line with financial authority levels, being cost conscious on every occasion
* Carry out monthly credit card reconciliation
* Complete monthly bank reconciliations
* Schedule regular BACS payments fortnightly and book senior staff and trustees for checking and approval for those dates.
* Generate monthly BACS payment runs, utilising the Lloyds Bank Commercial Banking Online system.
* Monitor bank balances on a monthly basis
* Check and release authorised payments to suppliers and staff
* Run aged debtor reports and check and follow up details.
* Maintain an accurate record of housing benefit payments, rent and service charges on supported housing projects – e.g Serenity, including monthly returns to relevant Housing Authority.

1. Assist business support with all wider queries from staff, members of the public and other agencies about any aspect of Juno’s work but in particular around equipment and other resources.
* Assist in the maintenance of accurate asset and equipment records for all staff and wider Juno. Assist in logging and issuing of such equipment, ordering, stock levels, sending equipment to repair or purchasing parts. Equipment covers laptops, mobile phones, desks, chairs and other DSE adaptive items.
* Assist facilities admin with booking and paying for facilities related items and maintenance for several office locations and accommodation services for service users.
* Assist in any area of Juno administration in the absence of colleagues
* Attend and participate in all staff meetings, team meetings, supervisions and sub groups as required
* Ensure confidentiality on all appropriate matters, any breach of confidentiality will be treated according to the Confidentiality Policy
* Be aware of the requirements of the General Data Protection Regulations and other legislation, ensuring confidentiality of information in respect of records maintained and tasks undertaken.
* Undertake appropriate training as identified by self and the HFBS and to keep up to date with issues relating to domestic violence
* As required by Health and Safety at Work legislation, to take care of one’s own health and safety and that of others
* Compliance with Juno Equality and Diversity Policy and practices at all times and to ensure effective implementation of anti-oppressive practice throughout the organisation
* Ensure adherence to Juno values, ethos, policies and procedures
* Abide by the Aims and Objectives of Women’s Aid England of which the organisation is a full member
* Undertake any other tasks that are appropriate to the post and which reflect the needs of the organisation

**Other:**

1. This post is subject to completion of a six-month probationary period.
2. Must be able to visit sites and work across Juno Women’s Aid sites as required.
3. Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**Application:**

1. When completing the application form, please use clear examples of how your experience, ability, skills/transferable skills, meet the requirements detailed in this Person Specification below.
2. Please include examples from paid or voluntary work/activities or other 'life' experiences.
3. This information will be used as a basis for shortlisting.
4. Where you don’t meet the requirements of the post currently, please explain how you intend on doing so, for instance via training and commitment to personal development.

**Person specification – Finance Officer**

**Key to Table**

|  |  |
| --- | --- |
| **A** | **Application areas will be used to shortlist** |
| **I**  | **Tested at Interview Stage** |
| **T** | **Test[[1]](#footnote-1)** |
| **D** | **Document** |

**Finance Officer**

Method of Assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area of responsibility**  | **Requirement**  | A  | I | T | D |
| **Experience**  | * Proven work experience or equivalent qualification as a Finance Officer or similar
* Experience of complex funding streams with varying demands
* Experience of working in a team
* Experience of working in the voluntary sector – desirable
 | ✓✓✓✓ |  |  |  |
| **Skills and abilities**  | * Demonstrate financial and accounting experience, including preparing management accounts, and analysis/interpretation of management information or equivalent.
* Demonstrate the ability to set up and maintain finance administration systems
* Demonstrate ability to design and prepare information for reports
* Demonstrate ability to input statistical data and produce reports using a variety of computer packages
* Previous experience of working in a busy and complex environment
* Excellent attention to detail
* Knowledge of financial regulations
* Excellent analytical and numerical skills
* Excellent IT skills, particularly Excel
 | ✓✓✓✓✓✓✓✓✓ | ✓✓✓✓✓✓✓✓ | ✓✓✓✓✓ |  |
| **Communication**  | * Able to communicate effectively with a variety of people, including suppliers, partner agencies, commissioners and funders
* Good interpersonal skills
 | ✓✓ | ✓✓ | ✓ |  |
| **Financial**  | * A good understanding and working knowledge of multiple, complex budgets
* Extensive knowledge of QuickBooks accounting system, desktop or Online, able to create bespoke reports, fully utilising the system or similar.
* Experience of financial administration including processing payments, income and banking
* Experience of managing petty cash
* Experience of monitoring complex and changing budgets and producing financial reports
* Relevant professional qualification e.g. accountancy, book-keeping
 | ✓✓✓✓✓✓ | ✓✓✓✓✓ | ✓ | ✓ |
| **Initiative**  | * Organised approach to meet tight deadlines
* Ability to work under pressure
* Ability to prioritise workload and use own initiative within the constraints of the role
 | ✓✓✓ | ✓✓✓ | ✓✓ |  |
| **Team work**  | * Ability to work as part of a team, being adaptable to the needs of the organisation
 | ✓ | ✓ |  |  |
| **Information technology**  | * Demonstrate high level of competence in all aspects of IT, including use of Excel, databases , internet Microsoft Outlook, Office 365 , Sharepoint and Word
* To have extensive knowledge of Excel to support the finance function
 | ✓✓ | ✓✓ | ✓✓ |  |
| **Confidentiality**  | * Experience of working with confidential information (service user, HR and/or finance information)
* Ability to adhere to legal and regulatory frameworks including Data Protection, Charity Commission, finance and fundraising regulations
 | ✓✓ | ✓ |  |  |
| **Equalities**  | * Fully understand the requirements of an equal opportunities approach at work
* Commitment to promoting and valuing equality and diversity which are central to our work
 | ✓✓ | ✓✓ | ✓✓ |  |

1. Test at interview will not presume prior knowledge but will seek to test transferable skills listed in the person specification. [↑](#footnote-ref-1)