

MALDON AND DISTRICT COMMUNITY VOLUNTARY SERVICE

Finance Officer

Job description

Job Title:	Finance Officer
Responsible to:	Director
Place of Work:	Maldon
Salary:	£23,000-£25,000
Hours:	20 hours per week

Purpose of Post:

The Finance Officer is responsible for maintaining and developing financial, administrative and office systems. This includes processing day to day payments and invoicing, contributing to budgeting, reports and monitoring.

The finance officer will take a lead in exploring and supporting fundraising activities for Maldon and District CVS.

Main Duties:

Finance

1. To manage day to day financial processes using Quickbooks software including but not limited to:
 - a. Ensuring received bills and expenses are accurately recorded on both paper and electronic systems,
 - b. Processing the payment of bills and expenses on online banking or via cheque as appropriate,
 - c. Preparing invoices for customers and services users,
 - d. Following up invoices and accurately recording payments,
2. To maintain and develop financial systems, in consultation with the Director and / or Treasurer;
3. To prepare budgets, management accounts and cash flow forecasts for both the CVS as a whole and at individual project and class level, in consultation with the Director and / or Treasurer;
4. To prepare monthly bank, petty cash and pre-pay card reconciliation and to undertake any banking of funds as required.
5. To prepare regular reports for Trustee Board meetings
6. To administer salary payments;
7. To work with the Treasurer to prepare end of year accounts and liaise with the accountant

Fundraising

1. To take a lead on developing and promoting fundraising activities for Maldon and District CVS
2. To assist with funding applications, providing financial information and budgets as appropriate;
3. To submit finance related monitoring information to funders, submit invoices and related record-keeping and administrative tasks.

General Duties:

1. To work collaboratively as part of the MDCVS team towards the aims and objectives of the organisation as a whole and assist with general office duties;
2. To ensure that all work undertaken is carried out in accordance with MDCVS constitution, policies and procedures;
3. To keep up to date with relevant legislation, policy and practice issues and to undertake training as required;
4. To undertake any other duties commensurate with the post and as deemed appropriate by the Trustee Board of MDCVS.

Note: This job description is subject to change (with reasonable notice) when appropriate and with prior consultation with the post holder.

Person Specification

Candidates must explain and demonstrate in the application form how and why their previous experience, skills, abilities and knowledge meet the essential requirements of this post. Applications that fail to demonstrate this will not be considered.

	Essential	Desirable
Proficiency in finance and office information technology applications including Excel, Word and Outlook	✓	
Proficiency in using Quickbooks online software	✓	
Demonstrable knowledge of day to day finance processes including invoicing, class allocations, receiving and making payments	✓	
Experience of preparing budgets and financial reports	✓	
Understanding of charity and company accounts preparation		✓
Excellent mathematical skills; Attention to detail, with an ability to spot numerical errors	✓	
Experience of managing project budgets with multiple income streams	✓	
Knowledge of the Fundraising Regulators Code of Fundraising practice		✓
Experience of raising funds from the public through donations and giving		✓
Good communication skills including the ability to communicate by phone, face-to-face and in writing	✓	
Trustworthiness and respect for the organisation's need for confidentiality	✓	
A flexible approach to work and ability to work on own initiative	✓	
Demonstrate an ability and understanding of working within an equal opportunities framework	✓	
Strong organisational skills	✓	

Note: This post is not currently subject to a DBS check.