

JOB DESCRIPTION: Finance Officer

Responsible to: Business Manager

Hours: 18 hours per week

Term: Permanent, part time

Overview of Role

The Finance Officer (FO) will work under the direction of the Business Manager to support all financial activities and ensure that the Treasurer and Finance Committee are provided with all information and data in a timely manner and in accordance with Plant Heritage policies, processes and procedures.

MAIN TASKS

- Maintenance of the Xero accounting records
- Create and send invoices to suppliers, set up payments, scan and log bills via Xero
- Manually import bank statements to Xero (if no automatic feed) and reconcile transactions against bank accounts
- Credit Control - assist in tactfully following up late payers
- Pay in cheques and cash payments as required
- Reconcile credit cards and payment accounts
- Support process for paying volunteer expenses
- Monitor funds in current accounts (weekly) to see whether funds have come in: inform staff of any payments relevant to their work. Inform Business Manager of any issues
- Run the payroll and pension schemes for 8 part-time employees
- Work with Senior Management Team on the budget preparation process; issuing monthly budget variance reports; updating Xero
- Preparation of cashflow forecasts
- Working with independent auditor to provide required data for the end of year financial report
- Working with local group volunteer treasurers as required – preparing cash books annually, sending year end return packs; reconciling completed forms with the master consolidation sheet and setting up new forms.
- Liaise with staff on debit card use and arrange for transfer of funds as needed
- Assisting with general office administrative tasks as required

PERSON SPECIFICATION		Essential	Desirable
Experience	Xero experience	Yes	
	Two years' experience in book-keeping activities	Yes	
	Good understanding of accounting practices eg P&L and balance sheet		Yes
	Prior experience of working in a charity or small organisation		Yes
	Experience of working with volunteers		Yes
	Demonstrated ability to work unsupervised	Yes	
Qualifications	Bookkeeping/accounting qualification or qualification by demonstrated experience	Yes	
	Business qualification or qualification by demonstrated experience		Yes
	Excellent numeracy and financial awareness	Yes	
	Excellent IT Skills, including a good understanding of email, Excel and Word	Yes	