



## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Finance Officer</b>
<b>Hours:</b>	<b>14 to 21 hours per week (0.4-0.6 FTE), with flexibility to cater for busy periods</b>
<b>Grade:</b>	<b>£29,412 to £30,624 FTE pa, depending on experience</b>
<b>Location:</b>	<b>London NW1. Home working, but some office attendance may be required.</b>
<b>Responsible to:</b>	<b>Chief Executive Officer</b>

Citizens Advice Camden (CAC), gives people the knowledge and confidence they need to find their way forward - whoever they are, and whatever their problem. With 33 paid staff and 120 volunteers, Citizens Advice Camden provides services in 16 locations for approximately 10,000 clients annually. Citizens Advice Camden has gone through significant change during the last 12 months in terms of delivery model and Management Team. The organisation is now looking to further strengthen the Head Office team with an experienced Finance Officer.

The primary purpose of the post is to ensure that accurate and timely financial information is maintained and is available to the Chief Executive Officer (CEO), departmental managers and the Board of Trustees.

The post of the Finance Officer is a critical role within the organisation and the post holder will be responsible for the day-to-day financial management of the organisation and will be involved in maintaining the financial procedures and systems, producing budgets and management accounts for a variety of needs, and ensuring accurate and timely record keeping.

We are looking for a highly motivated and experienced individual who is capable of working independently, as well as being an integral member of our Head Office team. CAC believes in a progressive environment and therefore will look to the post holder to identify and where appropriate implement ways of improving working practises and processes.

### **Key Areas of work**

#### **1. Financial Accounting**

The post holder will be pivotal in ensuring proper financial management is maintained in line with accounting standards, internal procedures, legal and Citizens Advice membership requirements.

- a. Ensure accurate financial records are kept in line with the financial processes as set out in the Finance Manual
  - b. Working with the Premises & Facilities Officer, ensure finance administration is processed and kept up to date in accordance with the Finance Manual.
  - c. Ensure that all income and expenses are duly authorised, received/paid and properly recorded in a timely manner.
  - d. Supervise and reconcile charity cheque payment system on behalf of clients.
  - e. Carry out periodic reconciliation of bank, cash, investment, payroll and other control accounts, ensure these are properly recorded and authorised by the CEO and ensure all reserves are correctly reconciled and report any anomalies to the CEO.
  - f. Prepare periodic invoices and funder returns to receive all monies due, liaising where necessary with project managers, fund holders and other relevant parties to ensure all relevant information has been supplied in a timely manner.
  - g. Lead the preparation for the annual year-end Audit/Independent Examination. Be the primary contact for the auditors in resolving audit related queries.
2. Financial Reporting
- a. Lead the preparation of periodic reports, including quarterly management accounts for the CEO, Finance Audit and Risk (FAR) committee and the Board of Trustees.
  - b. Be a point of call for the Treasurer and the FAR committee as and when required in ensuring the financial wellbeing of the Charity.
  - c. Work closely with the CEO and departmental managers in the production of annual and project based budgets for organisational needs, to provide financial information to support funding applications and to contribute to the key task of income generation.
3. Financial Management
- a. Manage insurance arrangements and service level agreements. Ensure these are kept up to date and all relevant paperwork has been duly submitted and filed.
  - b. Support the CEO with governance related matters, including attending and taking the minutes of the FAR committee.
  - c. Ensure CAC's financial policies and procedures are adhered to and contribute to their annual review.
  - d. Ensure that the financial affairs of CAC comply with all legal requirements and be aware of and apply new legislation as necessary.
  - e. Maintain the safekeeping and control of the cash and bank transactions ensuring security, loss prevention and optimising cashflow and work with the CEO to manage investments as agreed by FAR.
  - f. If the HR Officer is unavailable, process the monthly payroll through the external providers
  - g. To undertake any payroll-related tasks as delegated by the CEO/ HR Officer.
4. Professional development
- a. Keep up to date with new legislation and changes that have an impact on the organisation's operations (e.g. salary changes, pay awards, increments, changes in tax, NI and pensions re auto-enrolment).
  - b. Keep up to date with developments in computerised accounting systems and other relevant information technology.
  - c. Attend appropriate training as necessary

5. General

- a. Comply with the aims, objectives and values of CAC.
- b. Participate positively and proactively in supervision sessions, team-meetings and organisation-wide activities.
- c. Contribute to the smooth running of the Head Office and supervise volunteers under direct management.
- d. Actively promote and implement the equal opportunities policies of the organisation.
- e. Carry out duties which are generally compatible with the functions of the post as required from time to time.
- f. Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- g. Ensure all data protection requirements are adhered to in all work for which the post holder is responsible.

## **Person specification**

### Essential

1. High level of numeracy, a good understanding of Microsoft Office and, in particular, an advanced user of Excel.
2. Experienced user of QuickBooks accounting package.
3. Experience of supporting financial management in a charity, with experience of managing own workload, meeting deadlines and setting priorities.
4. Ability to produce reports for a variety of requirements, including trial balance, management accounts and statutory accounts.
5. Experience of producing budgets and monthly management information.
6. Have an understanding of payroll processing and HMRC requirements.
7. Have an understanding of the preparation of annual accounts and year end audits.
8. Be accurate, pay attention to detail and have a systematic approach.

### Preferable

9. Recognised qualification in Book-keeping/Accountancy.
10. Experience of using Citizens Advice accounting systems.
11. An understanding of, and the ability to establish, controls and processes to ensure the safe keeping of the financial resources of the organisation.
12. Ability to produce clear and concise written financial reports together with the ability to explain financial information clearly and concisely to people with little financial knowledge.
13. Self-reliant with an ability to independently problem solve, yet be aware of own limitations and know when to seek help.
14. Clear understanding of confidentiality and data protection principles.

### Personal attributes

15. A 'can do' attitude.
16. Ability to communicate effectively, both orally and in writing with people from a range of backgrounds, including external contacts.
17. Ability to work calmly under pressure; have a flexible approach to work and capable of working independently or as part of a team.
18. Be at all times a positive ambassador for CAC with the ability to commit to, and work within the aims, objectives and values of CAC.
19. Commit to ensure that work undertaken reflects and supports CAC's equality and diversity strategy.