

Finance Clerk

Job Description

1. Financial statements

- Maintain spreadsheets and Money Manager software package of all financial activities
- Prepare and adjust finance entries as required
- Prepare finance reports and account reconciliation reports according to company policies
- Keep and organise all invoices and receipts for auditing purposes
- Liaise with charity accountants
- Annual return of accounts to Charities Commission
- Prepare end of year accounts
- Back-up data on company server (weekly)

2. Accounts Management

- Assist in managing account payable and receivable activities
- To be responsible for petty cash and keeping up to date petty cash records.
- Maintaining accounts records of all income and expenditure.
- Compiling monthly income and expenditure reports prior to monthly management committee meetings using Money Manager Software
- Collect money relating to accounts receivables
- Pay requests and cash disbursements.
- Reflect all transactions in cash flow statement
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues
- Manage all bill payments and invoices as per the deadlines.
- Pay salaries and travel expenses
- Bank money to correct bank accounts
- Complete bank reconciliation against records
- Identify streamlining current financial procedures
- Any additional duties as required

3. Budgeting

- Draw up monthly/yearly budgets based on the requirements of the business.
 - Liaise with Line Manager/Management Committee to prepare for monthly budgets.
 - Communicate with other staff/students/volunteers to identify any resource needs
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Salary & Hours: £3,244.00 per annum 24 hours per month

Relationships:

Reporting to: Line Manager, Well for Life.
Responsible for: No supervisory responsibilities.
Main internal contacts: Liner Manager, Services Manager, Trustees, Service Users and Volunteers.

Other Information:

The work will be office based. Occasional travel for briefings, meetings or training may be necessary.

The duties of the post may be subject to variation from time to time; changes will only be made in consultation with the post holder.

Equal Opportunity and Diversity:

Well for Life is an equal opportunities employer. The aims of the equal opportunities policy is to ensure the no job applicant or employee receives less favourable treatment on the grounds of race, ethnicity, nationality, gender, sexual orientation, marital status, age, religion or disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Health and Safety:

It is the general duty of every employee to take responsibility for the Health and Safety of himself/herself and others, and cooperate with the management in meeting its responsibilities under the Health and Safety at Work etc. Act (1974). Any failure to take such care or any contravention of safety policy or managerial instruction may result in disciplinary action being taken.

Confidentiality and Data Protection:

All staff are required to respect the confidentiality of all matters that they may learn relating to their employment, other members of staff and to the general public. All Staff are required to adhere to the regulations regarding the Data Protection Act (1998).

WELL FOR LIFE IS COMMITTED TO SAFEGUARDING.



**97C Well for Life
Community Health Hub**

Person Specification – Finance Clerk

Listed below are the requirements of the job in terms of what the candidate will need to offer to be able to perform the job in the first instance. The cross (X) indicates whether these requirements are essential or desirable.

Work Experience	Essential	Desirable
Previous experience as Finance Clerk		X
Previous experience as an accountant		X
Experience of the voluntary sector		X

Skills	Essential	Desirable
High level of attention to detail	X	
Clear and concise writing skills, including grammar and punctuation	X	
Ability to manage time and prioritise work load	X	
Strong organisational skills	X	
Good communication skills	X	
Flexible and responsive to the needs of the team	X	
IT literate	X	

Knowledge	Essential	Desirable
The role of the voluntary/statutory sectors	X	
Knowledge of Microsoft Office applications ie. excel, email	X	
Knowledge of Money Manager system/willingness to learn		X

Qualifications	Essential	Desirable
A level or equivalent		X

Personal Qualities	Essential	Desirable
A strong team player with positive 'can-do' attitude	X	
Ability to work under pressure and be comfortable with working to deadlines	X	
Capable of identifying required tasks and working on own initiative within delegated authority	X	
Adaptable and flexible	X	
Self-motivating	X	

General	Essential	Desirable
Car owner/driver		X
Willingness to undertake any training related to the role.	X	

**Closing Date for Applications is Friday 5th January 2018
(Interviews to be held w/c 22nd January 2018)**