

Finance Officer Job Description

Location	Bradford
Post	Finance Officer
Salary	£24,000 (per annum, pro rata, based on a 37hr FTE)
Hours	22
Accountable to	Director/ Treasurer
Responsible for	N/A
Organisation Expectations	
<p>To work as part of the overall Cancer Support Yorkshire team, and work towards achieving the objectives and vision of the organisation through:</p> <ul style="list-style-type: none"> • Providing day to day management of the company's financial, administrative, and risk management factors • Keeps close watch on the company's budget and expenses, and investigates to get to the root of any discrepancies. • Work alongside other members of the management team to determine an overall direction for the company • Providing financial reports as required to support the management of the organisation • Working closely with all functions to help the delivery of client services, fundraising and general management • Supporting efficiency improvement, and income generation, to ensure the sustainability and development of the organisation 	
Outline of Post	
1	Accurately record all financial transactions using QuickBooks, and Excel spreadsheets on an accruals basis
2	Prepare month end adjustments required including accruals, deferred income and prepayments.
3	Manage all payments and invoices
4	Undertake monthly bank reconciliations
5	Produce management information and financial reports for both the Director, management team, Treasurer, and the Board of Trustees
6	Makes reports that deal with potential risks and solutions as well as the company's overall financial state and presents those reports to the executive board
7	Prepare schedules required at the yearend for the auditors and liaise as necessary with on queries , to ensure that audited accounts can be prepared on time
8	Assist in the annual budgeting process, monitor actuals against the budget, and support reforecasting as necessary
9	Liaise with Payroll as necessary for the payment of salaries
10	Work closely with fundraising (including grant applications), and the shop, to provide the financial information they need, and support the banking of funds etc.
11	Ensure all data is backed up appropriately
12	Attend and contribute to staff meetings and one to one supervision, and undertake training as necessary
General Requirements	
Eligibility to work in the UK	
Demonstrate understanding and commitment to equal opportunities and diversity	
To work within Cancer Support Yorkshires policies and procedures at all times	

Finance Officer Person Specification

	Essential	Desirable	Identified by A = application form I = interview E = exercise
Experience			
Minimum of 3 years' relevant accounting experience, ideally in the third sector	X		
Experience of the issues relating to Charity governance and regulatory requirements		X	
Experience of working with senior management and governing bodies		X	
Good verbal communication skills with the ability to communicate effectively at all levels	X		
Good written communication skills and ability to write reports to a variety of audiences when required	X		
Experience of working within a voluntary organisation or similar	X		
Experience of working with volunteers		X	
Knowledge and Skills			
Qualified in AAT, Part Qualified in CIMA or ACCA	X		
Ability to make decisions, prioritise work when working to deadlines and work on own initiative.	X		
Fully knowledgeable and experienced in using QuickBooks.		X	
Strong Computer Literacy, esp. Excel.	X		
Has competent numerical skills and shows good attention to detail	X		
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	X		
Approach			
Able to use own initiative as well as be a constructive member of the team	X		
Honest, reliable, consistent and non-judgemental towards staff and clients	X		
Tactful, diplomatic and discreet	X		
Have a solution focused attitude	X		
Demonstrate a willingness to raise funds for the organisation and to ensure all clients are aware of our		X	

need to continue to raise funds			
Demonstrate empathy for people affected by cancer		X	
Circumstances and personal			
Demonstrate a commitment to the organisation and its future	X		
Willingness to work flexibly to meet the needs of the organisation		X	