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**Kincardine and Mearns Citizens Advice Bureau**

**Finance Officer**

**Job Description**

Employer: Kincardine and Mearns Citizens Advice Bureau

Job Title:Finance Officer

**Responsible to:**  Chief Officer

**Location:** Stonehaven

**Hours per week:** 15

**Salary:** £22,515 (FTE based on 35 hr p/w)

## Summary of Main Responsibilities:

The Finance Officer contributes to the sound management of the bureau by providing specialist skills in accounts and financial reporting, using SAGE, to the Chief Officer. They also manage and administer wages working with our provider MMG.

# Key Tasks

1. **COMPUTERISED BOOKKEEPING & ACCOUNTS**

* Ensure that all income is accurately recorded
* Day-to-day bookkeeping using Sage Line 50 Accounts package and Microsoft Excel
* Maintain Petty Cash Records
* Monthly Bank reconciliation
* Quarterly Budget and Variance analysis
* Quarterly accounts for Management Committee/Trustees

1. **PAYMENT OF SUPPLIERS**

* Liaise with Bureau Manager to:
  + Ensure that goods are ordered in accordance with agreed procedures
  + Ensure that proper documentation is kept for returns and that credit notes are obtained
  + Ensure that payments are correctly authorised
* Ensure that rent, insurance and other periodic payments are made.
* Check supplier’s statements and deal with queries.
* Prepare cheques for signature in accordance with the mandate and with supporting documentation.

1. **MONITOR BANK ACCOUNTS, LIAISE WITH BANK**

* Be aware of bank requirements and facilities, signatories, passwords etc.
* Ensure that sufficient funds are available for cash needs.
* Deal with routine correspondence and form filling
* Regularly update cash flow forecast

1. **DRAFT ACCOUNTS, PREPARATION FOR AUDIT, LIAISE WITH AUDITORS**

* Run year end procedures and prepare all reports relating to the accounts.
* Produce draft accounts and prepare books and documentation for the auditors
* Liaise with auditors, respond to queries, comment on their draft accounts

1. **USE OF COMPUTER EQUIPMENT & SOFTWARE**

* Make weekly back-ups of all data
* Install updates and new software as required

1. **PREPARE BUDGETS & FORECASTS**

* Assist the Chief Officer to compile an annual budget for the bureau as a whole and for individual projects

1. **GRANT APPLICATIONS & FINANCIAL INFORMATION FOR FUNDERS**

* Assist the Chief Officer to prepare financial information required for funding applications to local authority and other funding bodies
* Complete financial monitoring reports and ongoing funding awards as required
* To assist with fundraising, and to provide data and budgets for fundraising projects

1. **SUPERVISION, STAFF MEETINGS & TRAINING**

* Attend and contribute to staff meetings and one-to-one supervision meetings
* The post holder must be willing to attend training
* Act as Secretary to the Board and attend board meetings

## Person Specification

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| **FINANCE OFFICER** | **COMPETENCIES** |

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| **QUALIFICATIONS** | Full or part qualified Certified Accounting Technician or equivalent experience. |

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| **EXPERIENCE** | At least 2 years experience of using an accounts package for general bookkeeping, including producing financial reports.  Experience in an administrative role.  Experience of working on own initiative in a financial setting  Experience of the voluntary sector.  Experience of producing financial reports, budgets and information for funders. |

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| **SKILLS AND**  **ATTRIBUTES** | Ability to prepare required data for annual accounts.  Experience of monitoring budgets.  Ability to liaise with auditors, banks and other financial institutions.  Self-motivating and able to prioritise own workload to meet deadlines.  Works with a high attention to detail. |

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| **VALUES AND**  **ATTITUDES** | Honest and trustworthy.  Committed to confidentiality.  Friendly and approachable personality.  Flexible and co-operative approach to work.  Able to work as part of a team.  Commitment to equal opportunities. |

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| **KNOWLEDGE** | Working Knowledge of Book keeping for business accounting and managing budgets  Use of relevant software (SAGE), spreadsheets and database  Familiar with PAYE and NI Contributions  Charity Accounting. |
| **OTHER** | Must be prepared to work flexibly, be able to attend evening meetings (board meetings) when necessary |