



VICTORIA CENTRE

JOB DESCRIPTION

POST OF:	FINANCE OFFICER
RESPONSIBLE TO:	Victoria Centre Manager
SALARY:	£24,791 per year (pro-rata based on a 37 hour week)
HOURS OF WORK:	20 hours p/w – Includes occasional unsocial hours
CONTRACT LENGTH	Permanent after successful completion of 4 months probation

DUTIES:

1. Carrying out a range of financial administration functions as required. These will include: book-keeping, payroll administration, petty cash management, invoicing, negotiating with suppliers, leading on debt recovery, managing banking and overseeing the financial management of all income and expenditure.
2. Support the collection of financial data for funding bids, contract administration and oversee the spending and monitoring of grants, and operate our Gift Aid systems
3. Produce regular financial reports, keep the Centre's financial management systems up to date, and help prepare budgets as required by the Centre Manager, and Treasurer
4. Officer with day to day responsibility for financial administration - as agreed in conjunction with the Centre Manager
5. In cooperation with the Manager and Treasurer, liaise with Victoria Centre Accountant to help prepare the year end statutory accounts, and assist in the audit process by providing information and data as requested
6. Provide financial support and training to other staff as required
7. Any other responsibilities which might reasonably be required
8. Provide a range of administrative support duties alongside the Centre Administrator as required, including enforcing the Centre's COVID rules, speaking to hirers, taking bookings and from time to time helping colleagues with room set-up.
9. The ideal candidate will demonstrate an enthusiasm for supporting the Victoria Centre to thrive as a champion of community voices and services, and bring their financial skill and experience to enhance and promote the work of the charity.

MAIN PERFORMANCE CRITERIA, the successful candidate will

1. Have kept up to date financial records and kept the Centre Manager and Treasurer fully informed of the Centre's financial position
2. Can show is keeping on top of invoicing and collecting funds owed to the Centre and will also have developed positive working relationships with Centre Hirers



3. Will have a good command of all contracts and services coming into the Centre and will have created positive working relationship with Centre suppliers, achieving value for money
4. Will have shown they are an excellent team member, and good collaborator
5. Have ensured all financial procedures are in place and that governance and process rules are strictly observed
6. Will have reported or highlighted any opportunities to improve the Centre's financial administration as well as flagged up any financial irregularities

Key Qualifications and Experience Required.....

1. An accounting or book keeping qualification or be qualified by experience
2. Proficient on using IT, particularly Financial software such as Sage, Xero or another online cloud accounting package
3. Can use spreadsheets (such as Excel) and sophisticated calculation software record financial information and carryout problem solving for our organisation
4. Can coordinate and execute financial transactions and activities, such as bill payment, invoicing, debt management and managing payroll
5. Minimum 2 years full-time equivalent relevant financial work experience, and voluntary sector administration experience is desirable
6. The ability to work as an effective and flexible team member and a willingness to accept ad-hoc work requests and perform to a high standard
Be Flexible, determined, reliable and committed to developing your skills, and caring, friendly, approachable, and inclusive
7. Be an excellent communicator, verbally and in writing
8. Be skilled in using IT tools including MS Word / Excel / Powerpoint and MS 365 applications and the cloud management system, or able to learn this quick
9. Experience of seeking / applying for funding or generating funds and resources to assist the Centre would be desirable
10. Demonstrate a commitment to equality and diversity and how to implement
11. Be willing to be DBS Checked (Data Barring Service) to an enhanced level
12. Have an understanding the importance of maintaining confidentiality, and up holding all safeguarding requirements particularly as the GDPR regulations require
13. Have business and financial monitoring and reporting experience
14. Given the COVID 19 situation, you must have a good awareness of COVID 19 and its likely implications on our business and how we need to support Children safely