

Finance Officer – Job Description

Job Title:	Finance Officer
Hours:	Up to 30 hours per week
Salary:	£21,450 - £23,400 per annum, pro rata d.o.e
Holidays:	25 days per annum plus bank holidays (pro rata) Additional 1 day per annum after 5 years' service
Reporting to:	Head of Finance & Business Development
Location:	Primarily based at Visyon Congleton, with outreach across Cheshire East

Visyon Purpose:

Visyon supports the emotional health and well-being of children, young people and their families through the provision of a range of services, including one-to-one counselling, group work, mentoring and family wellbeing work.

Visyon Values:

Compassionate, supportive, effective, non-judgemental, creative, passionate

Purpose of the role:

The Finance Officer sits within the Head Office Team and assists the Head of Finance & Business Development with monthly financial information, monitoring Visyon's project finances, including preparation of reports for funders.

The post holder will ensure all contractual financial requirements with third parties are implemented and complied with and maintain a good level of knowledge of financial management and administration.

General Duties:

1. Assist the Head of Finance & Business Development with monthly financial information for CEO, Trustees and funders.
2. Prepare sales invoices for services delivered ensuring timely payment and effective monitoring systems are in place.
3. Undertake credit control procedures on overdue accounts.

4. Raising purchase orders and processing of purchase ledger.
5. Ordering stationery & cleaning products.
6. Monthly Bank Reconciliations.
7. Processing of employee's monthly expenses.
8. Petty Cash Reconciliations.
9. Assist with the development and improvement of internal reporting systems through the utilisation of Visyon internal databases and spreadsheets.
10. Prepare project expenditure reports to managers on a monthly basis, and advise of variances to budget and remedial action, where required.
11. Through training and development of knowledge and skills, become the Visyon 'Superuser' on all data and finance systems, including Xero and Harlequin CRM.
12. Prepared financial returns for funders as part of project reporting processes.
13. Undertake reconciliation of credit card transactions, with matching of relevant documentation and approval procedures.
14. Ensure Visyon's finances are soundly based and that the appropriate financial controls are adhered to at all times.
15. Ensure that records are kept up to date for accurate monthly reporting to the CEO and Board of Trustees.
16. Develop an understanding of voluntary sector funding and other sources of funding to maximise income generation.
17. Set up of direct debits/standing orders, as required
18. Production of regular Key Performance Indicators (KPIs), for internal and external reporting.
19. Maintaining data quality with regular data quality checks and communication.
20. Responsible for the monthly flowing of data to the NHS – MHSDS database.
21. Utilise existing systems to enhance internal and external communications and make regular KPI production more efficient.

22. Identify where improvements can be made to make current systems more effective in capturing and reporting the required data.
23. Support the develop of systems to enable all Visyon services and client scheduling and data management needs, including fundraising, marketing and communications, recruitment and on-boarding of staff and volunteers.
24. Create mechanisms for gaining a greater understanding of the impact of Visyon's work and providing evidence of the differences our services make.
25. Develop systems to analyse and review the data Visyon captures for clients and what it is telling us.
26. Assist with the development and improvement of internal reporting systems though the utilisation of Visyon internal database and other required systems.
27. Support the organisation to be more efficient and effective with reporting and communicating data electronically.

Other Information

- 1 The jobholder will need to be prepared to travel within the area of work as required.
- 2 Legitimate travel expenses for authorised use of own vehicle will be paid at an agreed rate. Train (second class) and bus fares incurred for business travel will be reimbursed.
- 3 Employees using their own vehicles for work purposes are responsible for ensuring that they have the correct insurance cover and other legislated documents and present them for inspection on request.
- 4 The post-holder will be subject to an Enhanced Disclosure and Barring Service check.
- 5 Relevant qualifications and registrations identified as required of the post holder must be current and maintained.

Person Specification

Post Title: Finance Officer

Knowledge & Experience	Essential / Desirable	Application	Interview/ Presentation/ Test
Bookkeeping, financial controls and reporting	Essential	✓	✓
Basic accounting functions such as invoicing, ledgers and computerised accounting systems.	Essential	✓	
Working with electronic accounting systems such as Sage or Xero	Essential	✓	✓
Working in a similar role working as part of a small team	Desirable	✓	
Experience of project management	Desirable	✓	

Skills	Essential / Desirable	Application	Interview/ Presentation/ Test
Excellent verbal and written communications skills, with the ability to communicate with a wide range of supporters	Essential	✓	✓
Strong organisational skills, including the ability to plan and prioritise own work, and manage a broad range of demands and tasks	Essential	✓	✓
Ability to analyse a range of data and provide accurate and timely information to a high standard in an accessible format	Essential	✓	✓
Good administration and IT skills including MS Office, MS PowerPoint and a range of databases	Essential	✓	✓
An understanding of and commitment to equal opportunities, and the ability to work in a non-discriminative way	Essential	✓	✓
Full clean driving license and access to a car insured for work purposes	Desirable	✓	
Adaptable & Solution Focussed	Desirable	✓	

Qualifications	Essential / Desirable	Application	Interview/ Presentation/ Test
Good general education to A level standard, incl GCSE Maths and English	Essential	✓	
AAT Qualification	Desirable	✓	

Attributes	Essential / Desirable	Application	Interview/ Presentation/ Test
Solution focused with a logical and analytical approach	Essential	✓	✓
Ability to work under pressure and accept responsibility to get things done	Essential	✓	✓
Professional, approachable and friendly disposition	Essential	✓	✓
Willingness to pitch in and work as part of a wider team	Essential	✓	✓
Solution focused with a logical and analytical approach	Essential	✓	✓
Ability to work under pressure and accept responsibility to get things done	Essential	✓	✓
High level of attention to detail	Essential	✓	✓
Team player, able to contribute to wider organisational activities as required	Essential	✓	✓
Committed to own continuous professional development and improving own knowledge and skills	Essential	✓	✓