

Finance Officer – part-time employed role

Job Purpose - overview

- Maintaining the financial records of BUILD Charity Ltd including raising and paying invoices, entering information into, and drawing information from, SAGE and checking bank statements.
- Preparing quarterly management accounts for the Chief Executive and for meetings of the Trustees.
- Preparing information for the external examiners for the financial year end
- Preparing information for the Chief Executive for the annual budget forecasts and updates
- Operating within the financial controls policy as approved by the Board of Trustees



Job Location

- The role will primarily be based at Church House, Church Alley, Redwell Street, Norwich NR2 4SN

Working Hours

- 18.5 hrs per week – which will normally include either 5 half days (morning or afternoon) or over 3 full days. Occasional evening and weekend work will be required for which time off in lieu of contracted hours will be given.

Salary and benefits - overview

- The salary will be dependent on the successful applicant's experience and be in the range of £18,000 - £20,500 per annum (pro rata) based on 18.5 hours per week paid monthly to a nominated bank account.
- The post attracts 24 days (pro rata) annual leave on appointment rising to 27 days (pro rata) after three completed years of service
- The post allows for some flexible working through time off in lieu of contracted hours worked – by advance agreement
- The Charity will match an employee's personal pension contribution with an employer's contribution up to a maximum 5% of annual salary which will be paid into an approved personal pension scheme
- A death in service benefit equivalent to twice the employee's annual salary will be paid to a nominated party in the event of death whilst in contracted employment
- The post will allow for paid time off to donate Blood and to carry out approved volunteering (subject to terms and conditions)
- The employment will be subject to a three-month probationary period, and half yearly performance reviews.

Key Responsibilities	Key skills, knowledge, experience and behaviours (E = Essential D = Desirable)
<ul style="list-style-type: none"> • Counting, recording and banking cash and cheque receipts arising from BUILD Charity events and activities. • Processing invoices and expenses claims, as expenditure, primarily via on-line bank credits as one of two authorised officials • Raising, recording and monitoring invoices for services provided by the charity • Identifying best value deals, and recommending actions in respect of the charity’s insurance and energy requirements • Reconciliation of monthly bank statements • Reconciliation of monthly payroll information with external managers • Reviewing the charity’s cash deposits on a regular basis and advising on best value rates of interest • Managing and reconciling the charity’s Gift Aid claims and PayPal accounts • Ensuring that accurate annual returns for the Charity Commission and Companies House are deposited ahead of deadlines • To attend, and positively contribute to Board meetings or groups associated with the charity’s governance when invited to do so • Risk management – preparing, reviewing and maintaining up to date, and compliant, risk assessments for financial activities and events – to be authorised by the Chief Executive. • Occasionally act as the BUILD Charity Duty Manager in the absence of the Chief Executive, or other colleagues, to 	<p>Applicants will be required to demonstrate the following key skills, experience and behaviours within the application process.</p> <p>Applicants who are shortlisted will have demonstrated evidence of these within their application form, CV and personal statement.</p> <ul style="list-style-type: none"> • Fully competent with Microsoft Office Suite (E) • A working knowledge of SAGE accounting systems (E) • Planning and organisation skills (E) • Proactive approach to work (E) • Effective Communication - specifically experience of drafting reports, plans, accounts and risk assessments (E) • Experience of Charity finance regulations e.g. SORP (E) • Flexible approach to working hours with some weekends and evenings (E) • Project management skills (E) • Ability to work alone, or with minimal supervision (E) • Educated to GCSE or Level 2 equivalent in Maths and English Language or higher (E) • Data Protection policies and data management (working knowledge) (D) • Risk management and Health and Safety - experience of working within policy and procedure, maintain and manage make judgement to escalate as appropriate. (D) • Working with adults with disabilities (D) • Managing and supporting volunteer engagement (D) • Ability to drive and provide a suitably insured vehicle for regular work related travel (D)

<p>provide information and advice to beneficiaries, carers and volunteers out of normal working hours.</p> <ul style="list-style-type: none">• Providing occasional support cover for the BUILD Administration Officer• Contribute to the management and delivery of The BUILD Charity events• Actively and positively promote The BUILD Charity in everyday contact and ensure that The BUILD Charity's profile is professionally maintained.• To professionally represent The BUILD Charity at events as required	
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Recruitment and Appointment Arrangements

- For an informal discussion about the role please call James Kearns on 01603 618029 or e mail any questions to james.kearns@buildcharity.co.uk
- Applications, on the BUILD Charity Staff Application Form, should be e mailed to jobs@buildcharity.co.uk with a copy of the applicant's current CV. The closing date for receipt of completed applications will be **noon on Friday 4th January 2019**
- Shortlisting will take place with candidates assessed against the Essential and Desirable criteria set out above and notified of the outcome by **Monday 7th January 2019** Shortlisted candidates will be invited to attend a selection interview and assessment on **Wednesday 16th January 2019**
- The appointment will be subject to receipt of satisfactory references from a previous employer and someone else who has known the applicant for a minimum of 2 years. In addition, the successful applicant will be subject to an enhanced confidential check by the Disclosure and Barring Service.