



## JOB DESCRIPTION

**Post:** Finance Officer (Maternity Cover)

**Responsible to:** Finance Manager

**Hours per week:** Full time – 36 hours per week

**Term:** Fixed term 1 year (maternity cover)

**Salary:** £31,000

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### Overall purpose of the job

The job of Finance Officer is to ensure the organisation is following robust financial systems and processes, to carry out all day-to-day accounting tasks, and to ensure timely production of financial information to inform management decisions.

### Working Hours

The working hours for this post are 36 hours per week flexible within the working week - Monday to Friday. The post holder may on occasions be required to work some hours flexibly to meet the needs of the organisation.

### Main duties and responsibilities

- Manage all day-to-day financial activities of the charity.
- Effectively oversee/carry out the following functions:
  - Purchase ledger – process and code all supplier invoices and transactions to ensure accounts are up-to-date and payments are made, both in accordance with our fortnightly supplier payment runs and ad hoc as needed
  - Online banking – set up timely transfers for salaries & expenses and supplier payments and provide supporting documentation to signatories for authorisation. Set up and manage a payment authorisation schedule
  - Petty cash – Ensure all projects are adequately resourced, record and reconcile transactions.
  - Banking – record resident service charge payments made in cash, ensure surplus cash is banked in a timely manner. Bank cheques.
  - Manage credit control.
  - Work with the Facilities Assistant and the rest of the finance team to download invoices, keep track of the utilities costs for Jimmy's properties and resolve discrepancies.
- Support the Finance Manager with the production of the monthly payroll, checking and adding overtime and expense claims and uploading new starter information to the external payroll bureau.

- With the support of the Finance Manager and Finance Assistant, help to create and embed a new system to ensure payments received from residents are accounted for promptly and accurately, and that up-to-date account statements for all residents are made available to Support Workers in a timely manner.
- Act as a point of contact and information for Support Workers helping residents to address their financial situation.
- Help the Finance Manager to roll out and embed a new system of budgetary responsibility, liaising with individual budget holders as appropriate.
- With the Finance Manager, work to ensure all bank accounts are reconciled up to date in a timely manner, resolving queries and sourcing supporting documentation as appropriate
- Ensure Jimmy's Equals prepaid debit card account is kept topped up.
- Management of relevant software: Xero, Dext, ApprovalMax, Equals Money.
- Produce month-end payroll journals.

This job description is a general outline of the responsibilities of the post holder and may be amended by Jimmy's as the service develops and the expectations of the role change. The post holder may be required to undertake other duties as may reasonably be required from time to time.

## **Person Specification**

### **Essential**

- Experience and competence in the use of Xero accounting software
- AAT Level 3 or above
- Ability to clearly convey financial information to non-finance colleagues
- Proven track record of relevant financial administration experience
- Competent and experienced in the use of Excel
- Excellent attention to detail and organisational skills
- Flexible and able to adapt to the needs of the organisation
- A commitment to the core values of Jimmy's

### **Desirable**

- Knowledge of the welfare benefit system
- Experience of working within a charitable organisation and/or within the homelessness sector