**GROWING TOGETHER NORTHAMPTON**

**Finance Officer JOB DESCRIPTION**

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| **Post Title:** | Finance Officer |
| **Salary:** | £25012 full time salary  Pro rata for part time or term time only |
| **Hours:** | This post can be worked as a full time position, a term time only position or on part time hours – minimum of 20 per week |
| **Location:** | Growing Together, Blackthorn Bridge Road, Northampton NN3 8QH |
| **Reports To:** | Growing Together Chief Executive |
| **Purpose of post:** | To work alongside the CEO in managing the finances of the organisation. |

**RESPONSIBILITIES**

1. To be responsible for the day to day financial reporting of Growing Together currently using SAGE database.
2. To undertake all financial procedures for the smooth running of the organisation including purchasing, invoicing, salary run, monthly reporting and bank reconciliation.
3. To ensure financial records are kept up to date and in order and comply with Charity Commission recommendations.
4. To provide financial management reports to staff and Trustees on a monthly basis and as required
5. To prepare financial records for year end reporting for funders and to prepare records for the annual external examination.
6. To work with the Early years manager in securing and managing the nursery finances – both payments from the local authority and from parents. This will include making and reconciling claims to the local authority, banking weekly takings, reconciling the finances.
7. To support and deputise for the Childcare manager in preparing the headcount for West Northants Council as needed.
8. To run the booking system for the halls and rooms let by the charity (Blackthorn Community Centre) Dealing with potential hirers, preparing hire agreements, invoicing and liaising with the Caretaker over hall use.
9. To work alongside the Nursery administrator to ensure reception is covered at all times.
10. To be flexible and have the ability to work without supervision and within a team.

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing organisational needs and circumstances in conjunction with the post holder.

**Person Specification**

| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
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| **Education and Qualifications** | Relevant training or qualification. GCSE A-C equivalent in Maths, English, IT computer skills, or a good standard of education to include literacy and numeracy.  A level 3 qualification.  This post requires satisfactory clearance of DBS | Financial management qualification |
| **Experience and Knowledge (Key Competencies)** | At least 2 years’ experience of working in a financial role  Experience of working at a senior level in a financial role  Proficient computer skills and an in-depth knowledge of SAGE ( or similar) accounting package  Keys skills including:   * Taking initiative * Reliability * Strong Interpersonal Skills * Planning and Organising * Time Management * Confidentiality * Attention to Detail and Accuracy | Experience of working in a public facing organisation  Experience of working with volunteers |
| **Abilities and Skills** | Professional verbal and written communication skills.  An excellent command of spelling and grammar.  Proficient IT skills working with databases and excel.  Good organisation skills. Able to work under pressure, prioritise work and meet deadlines.  Possess excellent communication and interpersonal skills.  Ability to demonstrate awareness of Data Protection legislation. |  |