

East Dorset and Purbeck Citizen Advice

Job Title:	Finance Officer
Responsible to:	Chief Officer
Location:	Mill Lane, Wareham

Purpose of Job/Key Objectives

To manage the financial records and accounts for the bureau in an accurate and timely manner and to utilise the accounts to provide high quality financial information on which the chief officer and trustees can manage and develop the bureau.

The post holder will be responsible for preparing, with the chief officer, the year-end accounts, projected bureau budgets and provide the chief officer and trustees with regular financial updates during the financial year.

The post holder will also provide support to the chief officer in preparing grant applications and contract and the subsequent monitoring and reporting of successful applications.

The post holder will be responsible for the management and development of the finance administrator and will support and assist other bureau staff in the delivery of their roles.

Principal Duties, Tasks and Responsibilities

- Work closely with the bureau management to ensure the smooth operation of all financial matters.
- To manage, support and assist bureau staff and volunteers undertaking financial administration work for the bureau
- Ensure that the bureau's financial records and financial systems are accurate and up to date
- To ensure, in consultation with the Chief Officer, that any adjustments to the payroll are confirmed with the Finance Administrator prior to confirmation with the payroll service provider.
- To ensure that the monthly payroll has been properly recorded within the bureau accounts
- To maintain close links with HMRC and workplace pension providers and ensure that the bureau operates in a legally correct manner.
- Maintain close and regular monitoring of the bureau cash flow projections and to report to the Chief Officer prior to the need to transfer cash balances between bureau accounts.
- Ensure that bank reconciliations are undertaken in a regularly manner and that any issues are resolved in conjunction with the finance administrator.
- Be responsible for the production of financial statements, preparation of spreadsheets, reports and correspondence as required
- Assist in the preparation of the bureau annual budget and the three-year business plan budget.
- To complete, in consultation with the Chief Officer, all financial returns or reports.
- Ensure that bureau management and Trustees receive regular financial management reports on spend against budget, identifying areas of variance and funding issues.
- Assist in the resolution of finance related queries raised by staff or volunteers.
- Manage and organise the preparation of year end account and the closure of the bureau accounts in line with audit requirements and accounting regulations.
- Support the external auditor in undertaking the statutory review of bureau accounts.
- To assist the chief officer with the preparation of financial information, including full cost recovery calculations, required as part of external grant applications

- To assist the chief officer with the budgeting of salaries following successful grant applications.
- To assist the chief officer with the production of financial information needed to support the bidding for and delivery and monitoring of external grants projects and contracts.
- Such other duties as are deemed necessary by the Chief Officer commensurate with the grade of the post including supporting other local offices through shared services or agreed financial support. Currently this post provides financial support to CAiD based on an allowance of 2.5 hours per week.

Person Specification

Essential	Desirable
Experience of working within a finance Department	Awareness of the provisions of the Data Protection Act and be able to apply these within the organisation
Understanding of accounting processes and procedures	Membership of an approved accountancy body
Excellent level of competence in Excel, Word and Outlook and computerised accounting software	
Good keyboard skills	
Good communication and listening skills	
Good organisational skills used in planning own work	
Calm and professional disposition	
Self-motivated and enthusiastic	
Ability to work under pressure and meet targets and deadlines	
Able to work effectively with minimal management guidance/supervision	
Ability to manage, monitor and assist supporting finance staff and volunteers	
Willingness to accept responsibility	
Good analytical ability	
Good problem solving ability	
Able to respond flexibly and effectively to changing priorities/bureau needs	