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# JOB DESCRIPTION

**JOB TITLE:** Finance Officer

**LOCATION:** The Bradbury Centre, Youens Way,

Liverpool L14 2EP

**HOURS OF WORK:** 30 hours per week, Monday to Friday

**SALARY:** £22,620pro rata (£27,898 full time equivalent)

Contributory pension scheme

**HOLIDAYS:** 25 days – (Increasing to 30 after 5 years’ service)

**REPORTING TO:** Director of Bradbury Fields

## Equality and Diversity Statement:

Bradbury Fields is an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Bradbury Fields’ Equality and Diversity Policy.

## Job Purpose:

Responsible for carrying out a range of financial and administrative duties, working under the guidance of both the Finance & Facilities Manager and the Chief Executive.

## Main Responsibilities:

1. **Main duties**

* Input Income and Expenditure details on to the computer-based finance system
* Check, record and process cash/cheque transactions for the bank.
* Bank Cash/Cheques
* Prepare and distribute sales debtors invoice
* Follow up debtors for payment
* Prepare and distribute payment for creditors invoices
* Checking procedures of documentation & reports to ensure accuracy
* Produce cash flow forecasts
* Produce management reports for Senior Managers and the Board of Trustees
* Filing of documentation
* Working with staff/volunteers and ensuring that they comply with the Bradbury Fields finance policies and procedures
* Work as part of the Senior Management Team in the preparation of budgets
* Prepare payroll documentation

A member of staff performing this role:

* Shall be competent to perform their role, shall remain competent to perform their role and shall undergo a regular review of their competence.
* Shall accept appropriate supervision based on their skill and knowledge levels.
* Liaising with managers, Board of Trustees/Directors, team members and other internal and external colleagues and organisations on the day-to-day financial aspects of the organisation

**2 Supervisory/Management Responsibilities**

To be a member of the Senior Management Team

**3 Monitoring and Reporting**

* To ensure that financial information for the organisation is input into SAGE each month by the due deadlines.

**4 Organisational**

* Work as part of the Administration Team within Bradbury Fields on organisational work such as quality assurance, volunteer management, fundraising, campaigning and on promoting the work of the organisation.
* Attend and actively participate in Administration Team Meetings and Bradbury Fields’ staff team meetings.

**5. Evaluation**

Support the Management Team to prepare, review and adapt systems.

**6. General**

At all times act in accordance with the policies and procedures of Bradbury Fields.

Such other duties as may be required and are consistent with the duties and responsibilities of the post.

**Additional Duties**

It is the nature of the work that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks which are not specifically covered by their job description are undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility becomes a regular and frequent part of the employee’s job, it will be included in their job description after consultation with the employee.

# PERSON SPECIFICATION

## ESSENTIAL:

***Bradbury Fields is an equal opportunities employer. If the successful applicant for this position is visually impaired or disabled, alternative arrangements to cover driving and clerical duties can be made.***

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| **Essential** | **Desirable** |
| **Qualifications required:**   * AAT qualified or equivalent experience * ‘A’ Level equivalent standard of education | * Finance qualification |
| **Experience required:**   * Able to demonstrate strong skills in Excel, Word, Outlook and be able to learn other applications * Experience of working with finance packages * Experience of working to deadlines, working alone and as part of a team * Experience in handling data, numbers, and reporting in detail | * Experience of administration working in a Charity, Education social care, or similar setting. * Experience of payroll |
| **Knowledge and skills required:**   * Evidence of good written and oral skills for communication and understanding * Effectiveinterpersonal skills and working with others * Adaptability * Planning and organisation |  |
| **Personal attributes:**   * Positive and flexible attitude * The desire to be effective * The ability to plan and prioritise workload * Professional presentation of self within the workplace * Understanding of and commitment to equality of opportunity |  |

## Confidentiality:

Working within this service, you may gain knowledge of confidential matters which may include personal and medical information about clients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed without prior authority. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

## Health and Safety:

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with Bradbury Fields, in meeting statutory regulations. You are also required:-

* To attend statutory training as required to fulfil your duties.
* To comply with safety instructions and Bradbury Fields’ policies and procedures.
* To use in a proper safe manner the equipment and facilities provided.
* To refrain from wilful misuse of, or interference with, anything provided in the interest of health and safety and any action, which might endanger yourself and others.
* To report as soon as practical any hazards and defects to your senior manager.
* To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed.
* To follow Liverpool Safeguarding Adults protocols.

## Agency Policies:

All employees are required to implement and follow Bradbury Fields’ policies and procedures and to undergo any training associated with them.

## Probationary Periods:

All appointments are subject to a six-month probationary period.