

JOB DESCRIPTION

Finance Officer (G7)

Version 2.0

DOCUMENT REVISION HISTORY		
Date	Version	Description of Change
12 Jan 12	Draft 0.1	Drafted from Uni Greenwich HERA grade 7.
13 Jan 12	Draft 0.2	Integrating old postholder JD with revisions
13 Jan 12	1.0	Finalised following meeting with postholder
1 Dec 15	1.1	Checked and minor modification following meeting with postholder
1 Apr 16	1.2	Revised in preparation for recruitment
8 Apr 16	1.3	Revised following Trustee meeting
4 Apr 17	1.4	Reviewed for consistency with Deputy Director Finance & Resources role
7 Apr 17	2.0	Final version agreed for recruitment

Responsible to: Deputy Director Finance & Resources ¹

Responsible for: Not applicable

¹ Currently being recruited – all references to this role in this document to refer to Executive Director pending appointment)

Principal Duties

To undertake the generic principal duties and role requirements of a financial administrative officer as set out on the following pages, and specifically within this context to:

- Assist the Deputy Director Finance & Resources² in the management of the organisation's finances.
- Ensure the keeping of accurate and complete accounting records in accordance with statutory requirements using the company's Exchequer accounting system, including the further development of its Excel-linked reporting capabilities.
- Maintain VAT and payroll records as required by the HMRC and run the company's SAGE payroll package, including the company childcare scheme, and NEST auto-enrolment pensions.
- In liaison with the Deputy Director Finance & Resources and staff with project financial management responsibilities, prepare annual budgets and review and adjust budget projections monthly as appropriate.
- Support the Deputy Director Finance & Resources to provide the Executive Director and Trustees with timely, accurate and comprehensive current and historical accounting information, including summary reporting to the Trustees' Finance Committee and Council of Management.
- Prepare the annual accounts for audit consistent with current Charity SORP requirements

DETAILED RESPONSIBILITIES

- Maintain payroll records re. tax codes, salaries, pensions, childcare vouchers etc. to conform to DSS, HMRC and Pensions Regulator/NEST requirements.
- Prepare wages documentation and payslips. Pay tax/NI to HMRC, pensions to NEST and other pension providers, and make payments to childcare voucher providers. Maintain wages summaries and reconcile with payment to HMRC.
- Complete year-end tax and other returns as required by authorities.
- Be familiar with VAT rules relating to Charities and Research, complete monthly and annual VAT returns and liaise with HMRC re. company position.
- Reconcile petty cash position with trial balance monthly.
- Develop and maintain ORC's Exchequer computerised accounting package and all supporting documentation.
- Liaise with the Bank(s) as required on delegated financial matters. Reconcile bank statements weekly/monthly as received.
- Manage the purchase order system and monitor, file and record purchase orders/invoices.

² Currently being recruited – all references to this role in this document refer to Executive Director pending appointment

- Pay suppliers and expense claims according to policy/cash flow position and prepare remittance advice and cheques/BACS transfers for authorisation.
- Review debtor and creditor situation with Deputy Director Finance & Resources monthly, and chase as required for payment. Issue/input sales invoices as required.
- Monitor/project cashflow/liquidity situation and alert Deputy Director Finance & Resources to potential issues in good time, arrangement movement of funds between accounts when authorized (currently sterling bank accounts).
- Prepare monthly management accounts following completion of trial balance to format agreed by Deputy Director Finance & Resources.
- Assist with monthly review of organizational and project budgets monthly and alert Deputy Director Finance & Resources and relevant staff to significant variances/modify budget projections as appropriate.
- Prepare annual account TB and additional analysis as required by Deputy Director Finance & Resources and auditors. Liaise with auditors as required by Deputy Director Finance & Resources.
- Prepare Gift Aid/Covenant claims.
- Assist in resolution of financial queries.
- Maintain files of specific contracts which have financial implications.
- Maintain comprehensive records of correspondence.

Generic Principal Duties

- Provide back up support if needed when other admin staff are absent (on annual/sick leave)
- Attend staff and other meetings as requested.
- Supervise voluntary, work experience and other administrative staff as required.
- Support the induction of new staff into financial procedures and salary related issues.
- Provide meeting, event and other assistance to the Executive Director and other staff as required.
- Undertake training to be able to continue meeting the requirements of this role and develop your potential as a member of ORC staff.
- Any other duties that may be allocated by the Executive Director/Deputy Director Finance & Resources, including responsibilities not listed above that may be allocated in the Annual Business Plan and/or agreed as part of annual appraisals/role reviews.

PERSON SPECIFICATION

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified (QCF Level 2 minimum) as an accounting technician/ accountant 	<ul style="list-style-type: none"> • Other relevant or higher level (QCF Level 3) accounting qualifications
Experience	<ul style="list-style-type: none"> • Minimum five years using an accounts package for general bookkeeping, including producing accounts and management reports • Preparation of draft financial accounts for audit • Liaison with auditors, banks and other financial institutions • Payroll and VAT administration including liaising with HMRC and pension providers • Production of financial reports, budgets and other financial information • Setting up and use of computerised accounting and reporting systems • Use of HMRC Basic Tools PAYE • Use of complex Excel worksheets to support budgeting, forecasting and reporting 	<ul style="list-style-type: none"> • Use of Exchequer accounting package • Charity SORP accounting systems • Specific VAT requirements relating to Charities and Research • Auto-enrolment and salary sacrifice pensions
Skills	<ul style="list-style-type: none"> • Excellent computerised accounting and MS Excel skills • Excellent numeric, accounting and organisational skills • Ability to prioritise workload in order to meet deadlines, whilst dealing with a number of projects simultaneously 	<ul style="list-style-type: none"> • MS Word, Outlook and other IT skills • Exchequer accounting package skills
Personal qualities	<ul style="list-style-type: none"> • Self-motivated • Methodical approach to dealing with paperwork and data, with strong commitment to accuracy • Independent and able to work alone and as part of a team • Enthusiastic and flexible • Excellent interpersonal skills with a proven ability to build effective working relationships with colleagues, clients and donors 	<ul style="list-style-type: none"> • Interest in organic food and farming, food systems, agroecology and the environment and the Charity's vision and mission • Able to contribute to the wider activities undertaken by ORC
Additional requirements	<ul style="list-style-type: none"> • Willingness to work additional hours at peak times 	

ACTIVITIES	GENERIC ROLE REQUIREMENTS FOR GRADE 7 POSTS
1. COMMUNICATION	<p><u>Oral</u></p> <ul style="list-style-type: none"> • Frequently receive, understand and convey straightforward information in a clear and accurate manner • In addition, frequently receive understand and convey information that needs careful explanation or interpretation to help others understand eg explain procedures or regulations • On occasions understand and convey issues of a complex and/or conceptual nature, typically not understood by non specialists eg deliver lectures on specialist subjects; present on legal requirements/regulations; explain technical aspects of systems; present specialist research findings <p><u>Written</u></p> <ul style="list-style-type: none"> • Frequently receive, understand and convey straightforward information in a clear and accurate manner • In addition, frequently receive understand and convey information that needs careful explanation or interpretation to help others understand eg write minutes of formal meetings • On occasions understand and convey complex, specialist or conceptual issues not immediately understood by those outside the area of work eg prepare lectures, write procedures or guidelines on complex systems or subjects; draft user manuals
2. TEAMWORK & MOTIVATION	<ul style="list-style-type: none"> • Be supportive of and encouraging to others in a team and help to build cooperation by setting an example and showing a flexible approach to delivering team results; contribute to building team morale as an active participant in a team eg 'covering' for a colleague • On occasions, clarify team requirements, agree clear task objectives, organise and delegate work fairly according to individual abilities • On occasions, help the team focus efforts on the task in hand and motivate individuals as necessary
3. LIAISON & NETWORKING	<ul style="list-style-type: none"> • Liaise with people outside the work team to disseminate information at the appropriate time • Build relationships and contacts to facilitate the future exchange of information • Participate in, and provide input to networks – within the institution or externally – to disseminate information and build or maintain relationships • Within the institution, initiate, build or lead a network or communication channels eg to pass on information or obtain feedback
4. SERVICE DELIVERY	<ul style="list-style-type: none"> • Respond to internal or external contacts requiring information • Respond to internal or external contacts requiring a service • Respond to requests and refer the customer to the right person if necessary • On occasions, be proactive in exploring and understanding customers' needs; adapting the service accordingly to ensure the usefulness or appropriateness and quality of service eg content, accuracy, level of information, cost
5. DECISION MAKING	<ul style="list-style-type: none"> • Take independent decisions that affect the work of people outside your immediate work team and may last for some time eg allocating space, buying equipment • Play a part in collaborative decisions made by a group or committee and/or work with others to reach a conclusion that has a moderate impact and may last for some time eg participate in recruitment interviews, buy non-routine stock or equipment, authorize expenditure from a previously agreed budget • Provide advice or information to others about issues that impact on the immediate work area only eg changing office furniture or equipment
6. PLANNING & ORGANISING RESOURCES	<ul style="list-style-type: none"> • Plan, prioritise and organise your own work or resources to achieve agreed objectives • On occasions, plan and organise the work or resources of others <u>and/or</u> plan and manage small projects, ensuring the effective use of resources
7. INITIATIVE & PROBLEM SOLVING	<ul style="list-style-type: none"> • Use judgement, initiative or creativity to resolve problems that are predictable but are not routine – the range of options will be defined by a set or organisational procedure or by the application of training or specific knowledge
8. ANALYSIS & RESEARCH	<ul style="list-style-type: none"> • Analyse routine data or information using predetermined procedures and gathering information from standard sources • Work accurately to complete the task precisely as specified eg monitor resource usage, produce statistics on spreadsheet, carry out database searches • From time to time, recognise and interpret trends or patterns in data, identify or

	source additional information that could potentially help the investigation as the analysis progresses
9. SENSORY & PHYSICAL DEMANDS	<ul style="list-style-type: none"> Carry out tasks which require either learning certain methods or routines or involve moderate physical effort
10. WORK ENVIRONMENT	<ul style="list-style-type: none"> Work in a low risk, relatively stable environment eg office, library, teaching space
11. PASTORAL CARE & WELFARE	<ul style="list-style-type: none"> Be the first point of contact and provide support as a routine part of your role Show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress Refer to relevant people if necessary
12. TEAM DEVELOPMENT	<ul style="list-style-type: none"> Routinely advise or guide new starters working in the same role or unit on standard information or procedures, or using routine equipment/machinery Have expertise within the team and provide ongoing guidance and advice to others On occasions, deliver training or guide others on specific tasks or activities; give advice guidance and feedback on the basis of knowledge or experience Contribute to the coaching, development and instruction of others and/or identify the training and development needs of a small team eg conduct regular staff appraisals and performance reviews of one or two people
13. KNOWLEDGE TRANSFER & LEARNING SUPPORT	<ul style="list-style-type: none"> Provide routine introductions, making minor alterations as necessary eg outlining the procedure for enrolling on a course or module; demonstrating how to use simple equipment
14. KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> Apply working knowledge of theory and practice gained through qualification in a relevant subject or equivalent working experience Share this knowledge with others as appropriate Demonstrate continuous specialist development by acquiring relevant skills and competencies eg keeping up to date with changes in legislation, attending relevant training