



JOB DESCRIPTION

Finance Officer
VERSION 1.0

DOCUMENT REVISION HISTORY		
Date	Version	Description of Change
30/09/2022	Draft 0.1	Draft created

Responsible to: Head of Finance

Responsible for: no formal line management responsibilities

Role Purpose

To ensure that the ORC primary accounting records and finance systems are kept up to date. To provide ongoing financial support to the business. To provide administration support to the Finance team in regard to the Dean Organic Fund, projects, recruitment, HR, service contracts and GDPR.

Specific Individual Principal Duties

Principal Responsibilities for the Finance Function:

- Oversee the purchase order process and ensure purchase orders are raised and approved in line with finance guidelines
- Oversee purchase invoices are matched with purchase orders and approved in line with finance guidelines
- Review staff and Trustee expenses and ensure they are submitted following company policy, including checking supporting evidence provided is in line with audit requirements
- Prepare the purchase ledger payment file and co-ordinate the approval of all purchase ledger payments, including staff expenses
- Manage the AP email box
- Monitor and reconcile the aged creditors report
- Oversee the sales order process and ensure sales ledger invoices are raised and approved in line with finance guidelines
- Responsible for all aspects of credit control including customer liaison
- Monitor and reconcile the aged debtors report
- Responsible for filing all primary accounting records
- Manage the company credit card administration including matching purchase orders/receipts with credit card transactions, reconciliation of statements and arranging payment of the company credit card bill
- Manage company approved supplier accounts for suppliers including Premier Inn
- Assist the Head of Finance in the management of GDPR for the finance function, ensuring all statutory filing regulations are followed
- Assist the Head of Finance in the management and development of the finance function, including both internally and externally directed activities
- Assist the Head of Finance and Senior Finance Officer in the preparation of annual audits, including liaison with external auditors
- Bank signatory duties up to £250.00

Specific Responsibilities for the Dean Organic Fund:

- Manage the administration of the Dean Organic Fund Management Committee business
- Responsible for meeting and event administration
- Liaise with the Impact Delivery Officer on the status of DOF loan accounts

- Assist in the preparation, collation, and circulation of DOF papers and reports
- Responsible for preparing minutes and meeting records within agreed timescales
- Assist in processing loan applications
- Manage DOF Management Committee archiving in line with GDPR

Other Responsibilities:

- Provide Exchequer Mobile and Core support to the business, including management of users, suppliers and customers, new starter training, change requests and support log issues
- Provide financial support to the business, including answering queries in relation to purchase invoices and the finance system
- Assist the Head of Finance in the administration of HR services, including staff onboarding, recruitment for the organisation, posting job adverts, managing the recruitment email box and liaison with staff on the status of vacancies
- Assist the Head of Finance in reviewing service contracts on a regular basis
- Assist the Head of Finance in regular reviews of health and safety, GDPR, compliance, insurance, and IT equipment

Any other duties that may be allocated by the Head of Finance, including responsibilities not listed above that may be allocated in the Annual Business Plan and/or agreed as part of annual appraisals.

PERSON SPECIFICATION

Attribute	Essential	Desirable	How identified/assessed*
Qualifications			
Relevant Finance qualifications, e.g., AAT		X	AP
Experience			
1.5 years finance experience	X		AP/I/P/R
Purchase Ledger experience	X		AP/I
Sales Ledger experience	X		AP/I
Experience of accounting in the Charity sector		X	AP/I
Experience of computer-based finance systems	X		AP/I
Experience of loan administration (<i>re DOF</i>)		X	AP/I
Knowledge and understanding of the General Data Protection Regulation		X	AP/I
Skills			
Basic Understanding of FRS102 and Charity SORP		X	AP/I
Basic Understanding of VAT		X	AP/I
Computer literate	X		AP/I/R
Effective communication skills both written and oral, in a variety of styles	X		AP/I/R
Good familiarity with MS Office suite, particularly Excel (e.g., Pivot tables and V Lookup)	X		AP/AS/I/R
Personal qualities			
Calm under pressure	X		AP/I/R
Independent and able to work alone and as part of a team	X		AP/I/R
Methodical organiser, with ability to prioritise appropriately, achieve targets and deliver to deadlines	X		AP/I/R
Enthusiastic and flexible	X		AP/I/R
Interest in organic food and farming, food systems, agroecology, and the environment (training available)		X	AP/I
Able to contribute to the wider activities undertaken by ORC		X	AP/I
Additional requirements			
Willingness to work additional hours at peak times	X		AP/I
Clean full driving licence.		X	AP/I

*AP = Application; AS = Assessment; I = Interview; P = Presentation; R = References