Role Profile

Finance Officer

Team:	Finance and Administration
Reporting to:	Financial Controller
Responsible for:	No direct reports
Location	Hybrid (3 days per week in the office after training)

The role purpose

To take responsibility for maintaining the purchase ledger and income, ensuring payments are made in a timely manner and all bank transactions are properly recognised.

Overview of the Department/Team

We are a small team which:

- ensures the financial management of the charity by executing all finance activities in a timely and accurate manner,
- supports the wider organisation and key stakeholders in providing financial information as required,
- looks after our premises in Nottingham,
- provides central administration.

Key areas of accountability

- To input purchase invoices accurately using our Excel linked auto loader or where necessary manually.
- To prepare bank payment runs
- To monitor the purchase invoices mailbox and distribute purchase invoices for approval and authorisation.
- To download any online invoices and distribute for approval and authorisation.
- To reconcile supplier statements to supplier accounts.
- To record all banking transactions (income & expenditure) on our accounting software, Exchequer.
- To prepare and upload journals to Exchequer for income, expenses, merchandise sales, credit cards, rent and service charges and any other journals that may be required.
- To update the online stock system with stock purchases.
- To confirm receipt of income / payment of invoices & expenses to other departments as requested.
- To fulfil orders from our online shop and ensure invoices are issued promptly if required

- To monitor stock levels via a monthly stock count and reconcile to the online shop stock register
- To undertake any central administration tasks required or requested by the Financial Controller and the Director of Finance & Administration

Corporate responsibilities

- **Safeguarding** –Safeguarding is at the heart of what we do and every member of staff has a duty ensure that they understand and follow safeguarding procedures to promote the welfare of our staff and service users.
- **H&S** –We are an employer who is committed to Health and Safety and you will have a role to play ensuring that we continue to embed a health and safety culture.
- **GDPR** – You will help ensure that we remain fully compliant of our obligations in respect of data.
- **Equal Opportunities** is a key value of Headway UK. Every member of staff has a personal responsibility to ensure that they behave in an inclusive way and contribute to our diversity goals.
- **You are an Ambassador for Headway UK** – We want all our staff, regardless of roles to be our Ambassadors, representing the charity and promoting the work we do.

Person Specification

Senior Finance Officer

Qualifications	**Essential/ Desirable**	**Assessment Method Application/ Interview**
AAT (full or part qualification)	Desirable	Application
Finance related degree	Desirable	Application
Experience and Knowledge		
Experience of using finance and accountancy software.	Essential	Application
Experience of being responsible for inputting and maintaining purchase and sales ledgers.	Essential	Application
Experience of contributing to the month end processing	Essential	Application
Two years' relevant experience working in finance	Essential	Application
Skills and Abilities		
Highly organised	Essential	Interview
Good attention to detail	Essential	Interview
Strong communication skills both verbally and in writing.	Essential	Interview
Use of Microsoft 365 including Excel and Teams	Essential	Application/Interview
Able to work as part of a team supporting and contributing to the overall success of the department	Essential	Interview.
Able to manage your workload and priorities independently and without being prompted, working to team and organisational deadlines.	Essential	Interview
Other		
Demonstrate a clear understanding of safeguarding (adults at risk)	Essential	Interview
Demonstrate a clear understanding of equality of opportunity and diversity issues	Essential	Interview
Demonstrate a clear understanding of GDPR and the impact that it has on the role day to day.	Essential	Interview
Demonstrate a clear understanding of health and safety.	Essential	
Appropriate workstation and set up to facilitate you working from home e.g. desk, adjustable chair etc.	Essential	

Please note this role is subject to a Basic criminal records check.