

OPEN DOOR, YOUNG PEOPLE'S CONSULTATION SERVICE
JOB DESCRIPTION / PERSON SPECIFICATION (February 2022)

Job Title: Finance Officer
Responsible to: Operations Manager
Responsible for: None

Job Summary

To be responsible for the financial administration of Open Door. This includes the maintenance of all financial records, ensuring financial data accuracy, the entry of all transactions on the accounting software and the administration of the payroll.

Description of the Post – key areas

1) Finance

The Post holder is responsible for maintaining all financial records and data accurately and within agreed systems, including entering all transactions on the accounting software (Xero). This includes the following tasks:

- Preparing invoices as necessary including CCG contract income, schools and other trading income and grant claims. Controlling all outstanding invoices and ensuring prompt payment.
- Processing BACS payments and maintaining accurate records of authorisation.
- Paying staff and Trustees expenses ensuring they are properly authorised.
- Paying the monthly salaries and related Inland Revenue and pension payments.
- Using Xero to undertake regular reconciliations of the main bank accounts.
- Processing the credit card.
- Checking and maintaining a file of direct debit payments.
- Maintaining the Assets register.
- Preparing and posting all the monthly journals, including deferred income and expenditure allocation.
- Filing of all accounting documentation on Sharepoint.
- Contributing to the preparation of monthly management accounts prepared on an accrual basis.
- Preparing information required for applications for funding
- Preparing the information required for the annual independent examination.

2) Policies, Procedures and Guidelines

- Compliance with Open Door's policies, procedures and guidelines including those related to Equal Opportunities, Health and Safety, Complaints, Child Protection, Disciplinary, data protection, etc.
- Compliance with confidentiality guidelines - All information concerning patients and staff must be treated as strictly confidential at all times.

This is not an exhaustive list of all duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the post, in discussion with the Director.

This job description may be reviewed in the light of changing service requirements. Any such changes will be discussed with the post holder.

Person Specification – Administrator (Finance & Office Management)

Essential	Desirable
Education and Qualifications	
Level 3 AAT qualified or equivalent or qualified by experience	<ul style="list-style-type: none"> • Training (short courses) in IT (computer skills)
Knowledge and Experience	
<ul style="list-style-type: none"> • At least 2 years' experience in bookkeeping and financial administration • Experience of computer-based accounting systems 	<ul style="list-style-type: none"> • Knowledge of the voluntary sector • Knowledge of using Xero
Skills and Competencies	
<ul style="list-style-type: none"> • Excellent numeracy and financial awareness • Attention to detail and accuracy • Methodical approach and ability to maintain accurate and transparent data systems • Good general computer literacy with a good knowledge of Microsoft Office programmes • Time management skills • Excellent general communication skills 	<ul style="list-style-type: none"> • More advanced spreadsheet skills • Experience of using Xero • Experience and understanding of charity financial management
Personal Characteristics	
<ul style="list-style-type: none"> • Ability to work under pressure and as part of a team in a demanding environment • Good understanding of the importance of a patient focussed service • Ability to adapt and change according to daily circumstances and the needs of the charity • Readiness to try new things • Ability to recognise when to seek help or appropriate assistance from colleagues 	

INDICATIVE TERMS & CONDITIONS**Salary**

The FTE for this post is £28,000. This is a 0.4 FTE post so pro rata gross basic salary is £11,200.

Open Door is a charity dependent upon external funding. It will always try to pay an annual cost of living increase but this is subject to affordability.

Hours of work

- The post holder is expected to work 15 hours per week.
- The full-time working week for this post is 37.5 hours.

Location / mobility

- Remote work

Work Schedule

- The normal hours of work at Open Door are between 9.00am and 7.00 pm Mondays to Fridays .
- The hours of work for this post will be as agreed between the post holder and the Operations Manager /CEO, subject to review from time to time.

Pension - Open Door has an auto enrolment pension scheme with People's Pension operative from 1st June 2016. You will be automatically enrolled into this pension scheme. Open Door will make a 3% employer contribution on qualifying earnings should you decide not to opt out. You will also be expected to make employee contributions into this pension scheme.