



Finance Officer Job Description and Person Specification

Job Title:	Finance Officer
Responsible to:	Office Manager
Location:	Teddington
Hours:	7 hours a week. Flexible arrangements
Salary	£23,000 p.a. (£4, 300 pro rata)

Purpose of the Organisation:

Restored is an international Christian alliance working to transform relationships and end violence against women. We were set up eight years ago to answer two questions of 'Where is the church?' and 'where are the men?' when it comes to addressing violence against women:

As a result we aim to challenge, increase understanding, raise awareness and encourage churches and individuals to prevent and respond appropriately to violence against women. We also share information and develop resources specifically to equip men to stop violence against women happening, both at home and in the wider world.

Main purpose of the Job:

The Finance Officer is a critical new role within a small and enthusiastic team. The post is being recruited to support the organisation in maintaining financial procedures & systems, budgeting, management accounts and record keeping.

We are looking for a highly motivated and experienced individual, who is capable of working independently and can identify and implement ways of improving working practises and processes

Scope of Job:

You will be responsible for the correct processing of all levels of income and expenditure; the production of accurate financial information and reports to the management team and the Board. There will be some office administration.

Own Spiritual development and contribution to the spiritual life of Restored

- Living out Christian standards in the working environment and lead by example, taking part in and leading from time to time, Restored's own spiritual sessions of prayer and biblical reflection.
- Working to Restored's mission and values and beliefs statement and committing to actively working in accordance with our Christian beliefs as expressed in the statement of faith.
- Maintaining your own spiritual development and relationship with God e.g. through individual prayer and reflection days

Duties and Key Responsibilities

- Manage and operate accounts on Xero including maintaining nominal code records
- Ensure the production of complete and accurate financial accounts to trial balance. Project budgets, forecast and variance analysis.
- Produce full set of management accounts and monthly journals
- Provide staff with Ad hoc financial reports to help monitor budgets
- Reconciliation of control accounts
- Implement and manage system changes to improve Fundraising.
- Prepare and file online Gift Aid.
- Control payroll and pay pensions
- Manage the Petty Cash
- Carry out routine filing, set up and manage filing systems as appropriate, including archiving records in-line with procedures.
- Support the Office Manager, maintain staff records including appraisals, sickness reports, annual leave and TOIL records.
- Provide support with the preparing of training service materials, photocopying, etc.

Person Specification

Job Title: Finance Officer

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> • GSCE Maths Qualification or equivalent 	AAT Qualification
EXPERIENCE	<ul style="list-style-type: none"> • Experience of book-keeping and preparing company financial statements for charities. • Experience of, or good exposure to, financial and statutory requirements for small UK charities. • Computerised accounting experience • Nominal ledger experience. 	Experience with XERO.
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Good verbal and written communication skills • Numerate • Ability to work to deadlines and under pressure • Ability to organise own workload and use own initiative. • Strong administrative and organisational skills. • Excellent IT skills 	Experience with Google Drive facilities.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed Christian • Flexible and adaptable • Relational • Able to work in small team and support others • Discretion and a proven ability to handle confidential and sensitive information • Accurate with attention to details. 	
<p>The individual will need to be flexible and prepared to undertake a variety of tasks within a small team environment. We are an ambitious and highly motivated team so an ability to work under pressure and retain a sense of humour is essential.</p>		

This job description is not exhaustive. It acts as a significant guide to a role still in a development stage within the organisation. As such, it may be amended to meet the changing requirements of the charity from time to time after discussion with the post holder.

Key working conditions & benefits

- 35 hour working week, pro rata
- 25 days' holiday, bank holidays and 3 gift days, pro rata
- Non-contributory pension scheme. Restored will contribute 10% of your salary to your pension.
- Flexible working arrangements
- Excellent location: Teddington, TW11. Close to Bushy Park for lunchtime strolls and runs
- The building we operate from has bike storage, showers and drying room

Recruitment Process

Please apply by sending a CV and covering letter. In the covering letter is important that you explain how you meet the requirements of the Person Specification and why do you believe you are the right person for this position.

The Closing date is the 18th of March.

Applications will be considered upon receipt so please note that the post may be offered at an earlier date. So we encourage you to apply as early as you can.

Starting date: As soon as possible.

All candidates must have the right to live and work in the UK. We will only be able to contact shortlisted candidates.