Job Description

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| Job title : | Finance Worker |
| Responsible to : | Manager |
| Salary : | £23,232 |
| Hours : | 35hrs per week |
| Holiday entitlement : | 25 days annual leave plus 10 public holidays |

This post is subject to police check disclosures

Organisation profile:

Shakti Women’s Aid provides information, emotional/ practical support and refuge/ temporary accommodation to all black minority ethnic women and their children, who are experiencing or fleeing domestic abuse.

Shakti is seeking to recruit an experienced and qualified finance worker. Reporting to the manager, your role will involve ensuring the day to day finance and accounts tasks are carried out effectively. You will ensure that all financial reports for our funders are submitted accurately and on time and that Shakti Board of Directors are furnished with quarterly management accounts, cash flows and annual budget to enable them to govern effectively. You will provide sound and accurate financial support to the manager on a regular basis. You will also be an active member of Shakti’s team of over 20 staff.

**Purpose of the Post**

* Provide sound financial advice to the Board and management of Shakti Women’s Aid by providing an effective financial management service.

# Main responsibilities

* Supporting the manager and the board of Shakti Women’s Aid through provision of financial information and guidance.
* Completion of financial information for funders, preparing and submitting reports to core and project funders, and organising grant instalment claims.
* Prepare annual core and project budgets.
* Preparing quarterly management accounts for the Board of Directors.
* Preparing cash flow statement for Board of Directors.
* Preparing and monitoring core and project budgets.
* Preparing accounts for annual audit (including prepayment and accruals).
* Recording (posting) of all financial transactions to Sage 50 Accounts.
* Handle, record, and balance petty cash payments.
* Monthly bank and cash reconciliations.
* Prepare and process supplier invoices and pass to relevant persons for authorisation.
* Prepare and process supplier payments electronically.
* Issue of remittance advice to suppliers.
* File all invoices/credit notes/supplier statements.
* Preparing monthly payroll information for over 20 staff for administration by SCVO and liaise with external payroll providers.
* Prepare monthly pension payments.
* Check information received from payroll providers prior to payroll being authorised.
* Ensure staff salaries are paid by pay date.
* Advising Board/ Management on improvements for financial systems.
* Participating in Board meetings and offering informed financial input.
* All other duties commensurate with the role.

**Other Tasks Undertaken**

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| **Finance** |
| 1. Complete OSCR return (annually)
2. Review and renew contracts (with management approval) – such as photocopier, mobile phones, and HR
3. Confirm office insurances are adequate and in place
4. Backup for CEC 4 weekly monitoring
5. Attend CEC monitoring visits
6. Advise monthly changes and process pension information
7. Prepare and send out invoices
8. Involvement/ prepare financial information in new grant applications
9. Filing
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| **Personnel** |
| 1. Update staff time and attendance, review for accuracy, create new programs, answer/ resolve queries
2. Keep up to date HROnline information on Shakti personnel (Peninsula)
3. Query HR issues through Peninsula
4. Keep track of staff sickness (rolling year)
5. Prepare and issue staff contracts
6. Renew staff PVG (every 3 years)
7. Help with recruitment processes
8. Calculate staff annual leave and public holiday allowance
9. Other personnel work
10. Complete Companies House return (annually)
11. Companies House information kept up to date
12. Cyblock cloud monitoring reports on PC usage (staff)
13. Filing
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| **Other** |
| 1. OASIS – basic support and security level support
2. Process CAP leisure cards
3. Review gas plan for Refuge; meter readings for gas account; and other Refuge work
4. Complete IHM costs for revenues and benefits (Refuge)
5. Record and type minutes for AGM
6. Organise car service, MOT, and any repairs
7. Confirm drive license details of staff driving office car
8. Filing
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**Supervision Received**

The worker will be accountable to the project manager and through her to the Board of Directors. The worker will receive regular supervision from the Project Manager or appointed worker.

**Confidentiality**

Staff are expected to observe Shakti’s Confidentiality Policy at all times

## Person Specification

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| Essential requirements |
| 1. At least 2 years’ experience of general accounting and reconciliation work to audit level.
2. Relevant qualification to HND or AAT standard.
3. Effective use of IT and equipment, including sound knowledge of Sage 50 Accounts and Excel.
4. Experience of preparing and monitoring budgets.
5. Payroll experience.
6. Experience of working in the charity sector in a financial role.
7. Proven ability in planning, prioritising, and organising tasks and activities; time management of self and within a team.
8. Integrity, conscientiousness, and commitment to accuracy.
9. A high standard of communication skills, including questioning and active listening.
10. A commitment to quality and experience of implementing standards and procedures according to regulatory requirements.
11. Ability to take initiative, problem-solve, and make decisions.
12. Able to work effectively under pressure and to tight deadlines.
13. Sensitivity to the needs of women’s aid service users.
14. Knowledge and understanding of confidentiality.
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| Desirable requirements |
| 1. Experience of reviewing, monitoring and improving financial systems.
2. Experience of financial management for local authority contracts.
3. Experience of liaising with national and local government bodies.
4. An understanding of domestic abuse and associated issues.
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