

Finance Officer

Do you have experience in Charity accounting and working for small to medium-sized charities?

Do you want to work part-time and flexibly, with a good balance of home working?

bibic is looking for a **Finance Officer** to administer the finances of the charity. This is a fantastic time for a Finance Officer to come on board and take overall responsibility for the financial systems of the organisation.

Job Description

- Finance Officer
- Salary dependent on experience
- 0.6 FTE (22.5 hours per week)
- Reporting to Board of Trustees and working closely with the Chief Operating Officer

Role Purpose:

To provide comprehensive finance support to bibic, enabling effective finance systems and controls. Working closely with the Chief Operating Officer, and reporting to the Board of Trustees, you will be confident in charity finances. This is a great opportunity to take responsibility for the finance function of the organisation, including:

- working through systems on Xero, along with the electronic integration with Bank accounts, database etc.
- the day-to-day financial running of bibic, raising invoices and payments, supporting project budget planning, grant reporting and credit control.

Key Areas of Accountability:

Financial processing and record keeping.

- Recording transactions on and bookkeeping through Xero, ensuring that all income and expenditure is posted to the correct unrestricted and restricted funds
- Payment processing and raising invoices, processing online bank payments and cheques
- Setting up and running the monthly payroll through Xero, ensuring that monthly salary data is submitted to HMRC
- Monthly bank reconciliations and producing management accounts
- Supporting financial reporting to Trusts and Grants
- Processing all banking transactions, dealing with day to day banking needs.
- Preparing and submitting regular Gift Aid claims to HMRC
- Preparing cash flow forecasts as required and prepare the yearly budget in collaboration with the COO for Board approval.
- Managing petty cash and maintaining all records for petty cash
- Running periodic checks to ensure accuracy and completeness of data
- Preparing month end reports and carrying out reconciliations of all balance sheet accounts on a monthly basis.
- Processing the Barclaycard statements and reconcile monthly
- Assisting COO with credit control and monitoring budgets on a monthly basis
- Creating ad hoc reports and analysis from Xero and Excel spreadsheet data to facilitate decision making by Board of Trustees and COO
- Liaising with the independent accountants to prepare for year-end accounts/audit.
- Undertaking any other duties as may reasonably be required to deliver the charity's objectives.

Skills and Behaviours

Administration

Experience of using Xero or similar accounts packages is essential (QuickBooks, Sage etc.)

Advanced knowledge of Excel.

Confidence in using and learning other appropriate software programmes (e.g. Payroll manager, Word,

PowerPoint)

Excellent numeracy. Highly organised with attention to detail and accuracy.

Good communicator – phone, face-to-face, written

Accountability

Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling bibic values.

Honesty, openness and transparency with the highest level of integrity.

Collaboration

Good inter-personal skills and flexibility to work as part of a small team

Develops and encourages new and innovative solutions.

Qualifications

Formal accountancy qualifications or equivalent accounting experience

Experience and Skills

Essential:

- At least 2 years' experience of working in charity finance in a similar role
- Experience of using Xero or a similar package.
- Experience of Audited Accounts preparation
- Experience of working with sensitive and confidential information or ability to prove possession of necessary skills
- Ability to self-start and work under pressure to meet tight deadlines
- Accuracy and good attention to detail
- Well organised, taking a systematic approach
- Ability to set own work timetable, meeting organisational deadlines and keeping all finance systems up to date
- Experience of working collaboratively and establishing positive working relationships with internal and external stakeholders
- A commitment to the bibic's mission and values
- An interest and aptitude for digital systems

Additional Duties and Responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties appropriate to their level of skills and experience.

How to I apply?

Apply by sending your CV and a cover letter that addresses each point of the Job Description and tells us why you would love this role and working for bibic. Send your application to chloe.caddy@bibic.org.uk with the Email Subject Line: Finance Officer APPLICATION by 12 noon Wednesday 12th June. We will assess applications as they come in and will interview on the 18th June.