**A logo for a community foundation

Description automatically generated**

**JOB DESCRIPTION**

**Job Title: Finance Officer**

**Number hours worked pcm: Approx. 24 (average of 5-7 per week/ a set day per week would be useful, however there is a need for a degree of flexibility around this)**

**Salary/hourly rate: £25 p/h**

**Contract: Freelance**

**Location: Remote**

**Reports to: Director/ Head of Finance & Governance Committee**

**Job Purpose:** The Finance Officer will lead on all aspects of the finances of Worcestershire Community Foundation. The postholder will be responsible for managing all operational financial processes and maintaining the charity’s financial records, including Management Accounts for Trustee meetings, as well as ensuring that WCF complies with charitable financial regulations.

Ideally, this role should be an individual who is able to manage the book-keeping but also has the necessary experience/qualifications to manage higher level accounting.

**Duties & Key Responsibilities**

**Financial & Budgetary Control**

* Work with Director to ensure finance policies, internal controls and processes are effective and efficient
* Carry out book-keeping (Xero accounting software) ensuring that income and expenditure are allocated correctly between funds; undertake monthly bank reconciliations
* Deal with sales and purchase invoices
* Prepare donor-led Fund reports on a monthly basis
* Carry out calculation and deduction of WCF fees from Funds on a quarterly basis
* Maintain accounting records and prepare quarterly management accounts for Trustees
* Work with Director for creation of budgets and forward forecasts
* Research into and work on ad hoc projects

**Annual & Management Accounts**

* Alongside appointed independent Accountant, support the preparation of Annual Accounts
* Prepare quarterly Management Accounts for Trustees
* Prepare for and attend Finance & Governance Committee meetings (quarterly) and Board Meetings (quarterly), plus other meetings as required as requested by the Director or Chair.

**Bookkeeping, Salaries & Expenses**

* Reconcile & maintain sales & purchase ledgers, ensuring timely payments within the Charity’s bank authority limits
* Reconcile bank statements
* Payroll – post to Xero & arrange payment. for two salaried staff
* Arrange expenses payments for staff on monthly basis and manage holiday forms
* Prepare and submit annual gift aid claim
* Other tasks on ad hoc basis

1. **Person Specification**

**Experience (essential):**

* Management of operational financial processes for a small/medium size business ideally a charity
* Maintenance of financial records and the production of management accounts and reports
* Experience of Xero accounting system
* Preparation of organisational accounts and annual report, liaising with independent accountant to ensure they are prepared on time and to a high standard

**Skills & Abilities:**

* Skilled in use of Xero ad other online packages
* Accurate data inputting skills and high level of attention to detail
* Well-organised with systematic working practices
* Ability to multi-task and be flexible
* Maintain effective record keeping systems
* IT skills at a level that supports excel, email, internet and preferably a CRM system (ideally Salesforce)

**Personal attributes:**

* Flexible approach to working with remote team
* Able and motivated to work from home
* Commitment to vision and values of WCF

**Promotional paragraph for adverts:**

Worcestershire Community Foundation is one of the County’s major charitable grant makers, giving out in excess of £0.5 million every year to support community projects. We are seeking a part-time Finance Officer (working remotely) to play a vital role in our small, committed team.

We are looking for candidates who ideally have a background in charity financial administration; you will ensure that financial records are kept up to date, administer the budget, manage grant payment processes and produce financial reports, working closely with the Director and Trustees.

 If you would like to find out more about the role, please download the attached job description.

*The final closing date to apply will be Friday 17 January 2025.*

*To apply please send your CV and a covering letter explaining why you are interested in the role to:*

*Lucy Wells Director* [*lucy.wells@worcscf.org.uk*](mailto:lucy.wells@worcscf.org.uk)