

Job Description and Person Specification

Job Title:	Finance Officer
Salary:	circa £26,000 per annum pro-rata.
Employment Status:	24 Hours Per Week – Permanent (Flexible on starting and Finishing time)
Responsible To:	Financial Accountant
Line Management:	None
Location:	Birmingham

	CRITERIA	EVIDENCE
Experience	Essential • Experience of working in a finance office in a similar role. • Experience of financial systems and processes. • Experience of using Microsoft Business Central 365 highly desirable. • Good spreadsheet skills. Desirable • Experience of processing payroll • Previously worked in a Charity, SME or NFP	Application Form and Interview.
Skills, Abilities & Attributes	Essential • Knowledge and experience of Excel and Word • Ability to manage time, prioritise workload and work unsupervised • Have strong numeracy skills and attention to detail • Demonstrate a good level of written and spoken English • A willingness to become involved in all functions of the finance office. • Good interpersonal skills and team player. • Demonstrate an understanding of confidentiality & GDPR.	Application Form and Interview.
Training & Qualifications	Essential • AAT part qualified and/or studying for Accounting qualification Desirable • Graduate	Interview and Application Form

Job overview and ideal candidate

Midland Mencap, a highly respected local charity with a long-established reputation for serving the needs of everyone with experiences of learning disability urgently needs a part time **Finance Officer** to join the fast pace and continually improving Finance Team.

The Finance Officer will perform the day to day transactional duties of the organisation including purchase ledger, sales ledger and bank reconciliations. Resolve day to day finance queries that may arise. **The post will have a key involvement in producing monthly salary and wages information for payroll provider.**

This is an important role within the finance team and will report to the Financial Accountant.

Ideal candidate will be:

A quick learner who wants to make their stamp on the finance team

Proactive and inquisitive. Wants to develop.

Personable, friendly and customer focused.

Comfortable using excel spreadsheets and MS office applications

Able to demonstrate excellent attention to detail, a high level of numeracy and problem-solving skills.



Job description

As Finance Officer you will:

- Liaise with operational managers to produce monthly salaries and wages files for payroll provider in conjunction with Financial Accountant.
- Deal with and resolve payroll queries urgently.
- Responsible for making monthly Court payments.
- Process supplier invoices and statements, ensure they are correctly authorised and make payment when due.
- Raise invoices to citizens, commissioners and clients on a regular and ad-hoc basis.
- Keep the accounting system up to date by posting all entries accurately as they occur.
- Key contact and finance officer for after school club payments and invoicing procedure.
- Reconcile bank accounts weekly. Record, bank and allocate payments received.
- Manage debtors to ensure payments are received on time. Resolve queries/ perform credit control by liaising with clients, citizens and other staff as necessary.
- Manage the petty cash tin and Equals card payments and process transactions thereof.
- Respond to queries in a timely manner.
- Oversee and manage accounts inbox queries.
- Assist with the annual audit process.
- Perform administrative and clerical tasks as required.
- Carry out all other reasonable duties as requested by Head of Finance or senior management team.