

Job Description

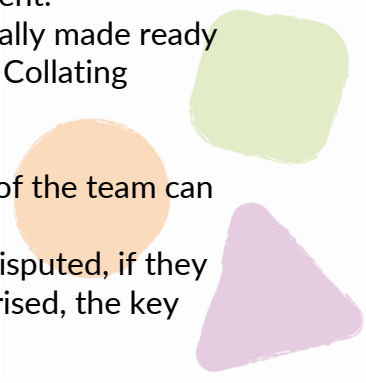
Job Title: Finance Officer


Responsible to: Transactions Manager

Job Purpose:

As a Finance Officer you will be reporting to the Transactions Manager and be an integral part of the Finance Team with responsibility for all aspects of Purchase Ledger, Sales Ledger and Bank Reconciliations

Main Duties:

- > Import bank statements into IRIS Financials on a weekly basis and reconcile all transactions.
 - > Import Retail data from Chariot on a weekly basis and reconcile all banking transactions and overs/unders. Liaise with Area Managers to resolve any issues.
 - > Liaison with the fundraising team and advising them of all donations received directly into the bank on a weekly basis.
 - > Import fundraising data from Donorfy at month end and reconcile against banking transactions. Liaise with Supporter Services and Fundraising to resolve any variances.
 - > Liaison with the Transactions Manager so the relationship with aged Debtors and aged Creditors is optimised.
 - > Pay in all cheques utilising the Barclays cheque machine on a timely basis.
 - > Raise all invoices for income in a timely manner.
 - > Responsible for the regular review and maintenance of aged debtors, collecting all debt in a timely manner.
 - > Answering all debtor enquiries in a timely manner.
 - > Collation of all purchase invoices, credit notes, delivery notes and/or purchase orders for input into ledger system.
 - > Matching of invoices to purchase orders and delivery notes to ensure that the appropriate authority is attached to all transactions.
 - > Regular posting of invoice/credit note batches to Trust and Trading ledgers.
 - > Management of the timing of payment runs and minimising payments outside of main runs to minimise bank charges. Prioritising suppliers for payment. Responsible for creating payment listings before payments are actually made ready for checking to ensure all payments being proposed are legitimate. Collating paperwork for processing supplier payments by BACS.
 - > Answering supplier queries.
 - > Responsible for maintaining supplier accounts so that any member of the team can identify suppliers and access invoice details as necessary.
 - > Responsible for ensuring all invoices are entered on PSF and then disputed, if they have not been authorised, so they are not paid until they are authorised, the key point being visibility of all invoices.
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- > Responsible for the regular review and maintenance of a portfolio of aged creditors and reconciling to supplier statements. Taking action to resolve any issues identified to ensure all reporting is accurate and timely.
 - > Responsible for maintaining workflow rules for purchase invoices and requisitions.
 - > Responsible for maintaining matching tolerances for purchase orders and invoices.
 - > Management of the generic Finance Administration email inbox and allocation of emails to individual team members on specific days.
 - > Remain up to date with developments in purchasing for the charity sector so the work of the Finance team reflects current thinking and can anticipate the Trust's changing needs.

Other Duties:

- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
- > To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support.
- > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
- > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- > To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
- > Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
- > To carry out any other reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.



Person Specification: Finance Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> > Good general standard of education 	
Experience	<ul style="list-style-type: none"> > Experience in all aspects of purchase ledger, sales ledger, bank and cash reconciliations 	<ul style="list-style-type: none"> > Understanding of double entry book keeping.
Skills and Ability	<ul style="list-style-type: none"> > Ability to work as part of a small team and build and develop good working relationships with colleagues across the organisation. > Excellent communication and interpersonal skills, both written and verbal (including Teams/telephone). > Able to organise own work to achieve deadlines. > Work meticulously and methodically following agreed procedures. Keen eye for detail. > Able to deliver excellent customer service. > A working knowledge of accounting software packages. > Working knowledge of all Microsoft products but in particular Excel. > A passion for improvement and continuous development. 	<ul style="list-style-type: none"> > Knowledge of IRIS Financials (Formerly PS Financials). > Excel Look ups and Pivot Tables. > Shows initiative in identifying and suggesting improvements. > A willingness to undertake further training.
Behaviours	<ul style="list-style-type: none"> > Will challenge the status quo > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success. 	



Terms and Conditions of Employment

Job Title:	Finance Officer
Responsible To:	Transactions Manager
Location:	Drakes Court 302 Alcester Road Wythall Birmingham B47 6JR
	With some home working
Salary:	£23,000 to £28,000 per annum
Notice:	12 Weeks
Hours:	37 hours per week
Holidays:	31 days (229.5 hours) including public holidays, rising to 35 days (259 hours) after 3 years' service (pro rata)
Pension:	Contribution to Group Personal Pension Plan. Organisation will contribute 7.5% to pension.
Life Assurance:	2 x salary life assurance scheme

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.