

JOB DESCRIPTION

Post Title:	Finance Officer
Department:	Finance Department
Responsible to:	Finance Manager
Supervisory responsibility:	None
Date of Issue:	July 2019

Main Purpose of Job:

Reporting to the Finance Manager, the Finance Officer will be supporting with both financial and reporting needs of The Vegan Society. When reporting to the Finance Manager, this role will assist with reconciliation and review of the balance sheet, including support with the Accounts Payable and Treasury functions. This role will assist with accounting entries, adjustments and analysis to ensure delivery of an on-time and accurate management information.

Duties and Responsibilities:

Core Finance

- Assist with Accounts payable and receivable and day-to-day tasks
- Balance sheet controls accounts – assisting with reconciliation reviews, investigation of discrepancies and unreconciling items
- Assist with external audit procedures
- Assist with reporting of creditors' and debtors' ledgers
- Miscellaneous finance duties when required
- Assist in the development of financial policies, processes and working instructions
- Maintain a high standard of work adhering to all regulatory legislation

Management Information

- Assist with prepayments and accruals process accurately and in line with month-end deadlines
- Assist in preparation of management accounts, in line with set deadlines
- Assist in development and analysis of financial commercial insight
- Perform ad hoc expense analysis and feedback to appropriate parties
- Assist in the reconciliation and management of key balance sheet codes
- Support all audit procedures
- Ensure compliance with all relevant accounting practices, procedures and policies of The Vegan Society

Payroll

- Day to day running of monthly payrolls
- Processing contractor invoices weekly
- Calculation of Income Tax; NI and Student Loan etc
- Administration of P45's, P46, P11, and P60 forms
- Pensions management
- Resolving queries from employees, suppliers, and clients

General:

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times
- Contributing to wider organisational development and communications
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of The Vegan Society
- Positively and actively promote The Vegan Society and its values
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of The Vegan Society

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager.

Data Protection

During the course of your employment, The Vegan Society is required to tell you about the personal data that we collect about you and what we do with that information, including how we use, store, transfer and secure your personal data. You shall at all times comply with all relevant data protection legislation and all obligations imposed on you under The Vegan Society's data protection policy and privacy notice from time to time in force.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities of the ideal candidate</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>
Qualifications	AAT qualified or studying towards	Educated to degree level or equivalent Qualified or part-qualified accountant
Skills & Experience	Experience in a directly related post Experience with producing management and statutory accounts Good IT skills, especially databases Strong budgeting and financial management skills Accurate bookkeeping and managing control accounts Ability to communicate complex financial issues clearly and succinctly verbally and in writing Highly organised with attention to detail: able to manage multiple priorities and work to successfully to deadlines targets, delivering objectives and desired outcomes Ability to establish good working relationships with colleagues, the Senior Management Team and Trustees	
Knowledge	Payroll administration Tax administration and relief (VAT, PAYE year-end, Gift Aid etc.) Good IT skills and familiarity with accounting software Understanding of basic purchase and sales ledger processes, preparing bank reconciliations, putting together simple journal entries	An understanding of The Vegan Society's values and objectives Understanding of financial administration and governance in NGOs or small charitable, membership-based organisations Knowledge of Quickbooks or SAGE
Personal Qualities & Competencies	Calmness under pressure, able to manage multiple projects Professional and responsible approach Confident and friendly manner Discreet and confidential Articulate and assertive Efficient, organised, reliable and effective Approachable and adaptable, team player Willingness and ability to undertake appropriate training and development as required	

	Flexible to travel within the UK with advance agreement Adhere to a vegan diet for the duration of employment	
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Received by:

Name:

Signature:

Date: