Job Description

# Job Details

Job Title: Finance Officer

Reports To: Head of Finance

# Purpose of Job

The finance officer will assist the Head of Finance to ensure the finance team runs efficiently, adhering to financial controls and working to provide a high level of service to the charity. They will be responsible for recording all income into the charity and will manage other aspects of the finance department.

# Key Accountabilities and Responsibilities

* Responsible for accurately raising invoices and recording grants, donations and other receipts into the charity through the finance system, ensuring they are correctly coded for VAT and SORP purposes
* Reconcile receipts into the bank to the finance system and bank cash receipts
* Monitor aged debt and chase overdue invoices as necessary, whilst maintaining good external relationships
* Administer the charity’s bank accounts and credit cards
* Assist and train staff in finance related matters, such as information requests for funding applications, inductions and finance system queries
* Maintain and update the financial policy and procedures manual and take a proactive approach to continuously improve processes
* Perform VAT partial exemption calculations and prepare VAT returns
* Prepare schedules, reconciliations and reports and post journals as necessary for quarter end and year end closes, including information for the auditors and annual report
* Maintain records on trustees and other governance documents
* Help embed the new cloud based finance system into the day to day workings of the charity and maintain data sets within the system
* Process foreign payments and trade creditor applications
* Other duties as requested by the Head of Finance

# Knowledge, Skills and Experience required

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| **Specification** | **Essential** | **Desirable** |
| Part qualified accountant (ACA, ACCA, CIMA, AAT or equivalent)  | **x** |  |
| Experience of working in a busy finance department with responsibility for similar tasks | **x** |  |
| Experience and knowledge of accounting systems  | **x** |  |
| Excellent working knowledge of Microsoft Excel | **x** |  |
| Knowledge of VAT rules and partial exemption |  | **x** |
| Works effectively as part of a team, and is willing to provide support to colleagues | **x** |  |
| Ability to manage a complex and varied workload | **x** |  |
| Self motivated and able to prioritise and time manage effectively, working to targets and deadlines | **x** |  |
| Experience of working within or an understanding of the not for profit sector |  | **x** |
| A positive and proactive approach, and the ability to cope with flexibility and change as Trees for Cities develops | **x** |  |
| Strong ethics, with an ability to manage confidential data | **x** |  |
| Able to work on weekends as required (some community planting days are held on Saturdays during the autumn and winter) | **x** |  |
| Eligible to work in the UK | **x** |  |

All employees have a duty under the Health & Safety at Work Act to ensure that their working environment is kept free of hazards that may prove injurious to themselves, their colleagues, and all those engaged in the charity’s activities.

Trees for Cities is committed to the principles of equal opportunity. We value diversity and are committed to promoting diversity within the workplace. We aim to ensure that our employees achieve their full potential and that all employment decisions, including recruitment, are taken without reference to irrelevant or discriminatory criteria. A full copy of our Equal Opportunities Policy can be provided on request.