

Title: Finance Officer

Reports to: Operations Manager

Direct reports: None

Based at: The Fold, Bransford

Main purpose of job

This is a supportive role managing and maintaining cross-site accounts. Supporting directors and areas managers with essential accounting and administration to help ensure the smooth running of the office and organisation.

Main Duties and Responsibilities

- Reconciling Daily Café and Shop takings, preparing Café and Shop stock sheets for stock count when required.
- Reconciling Petty Cash and change floats, obtaining required coinage from Post Office, and preparing cash/cheques for banking.
- Maintaining schedule of room bookings, deposits paid and reconciling to sales ledger, preparing sales invoices for monthly room bookings and emailing out. Monitoring sales balances.
- Invoicing studio rents and other monthly recharges including electricity, heating and insurance.
- Invoicing Care Farm participants in accordance with monthly attendance.
- Downloading and posting bank transactions, posting purchase invoices agreeing to statements, preparing and submitting sales invoices and monitoring sales balances.
- Preparing schedules of Market income for the month to agree with stall holder attendance.
- Preparing and submitting VAT returns.
- Preparing budgets for following year.
- Weekly and monthly wages calculations and payments, paying PAYE and pension payments due, dealing with P60s and maintaining staff holiday records.

The Person

- Accounts background
- A passion for Excel
- Understanding the importance of handling private and confidential information
- Calm approach to a busy office environment
- Self-motivated, ability to multitask and prioritise own workloads
- Good eye for detail
- A good general level of education, with qualifications in English and Maths

Personal Specification

Requirement	<u>Essential</u>	<u>Desirable</u>
Skills & experience	<p>Knowledge & experience in Sage payroll and accounts</p> <p>Knowledge & experience of BACS and handling cash</p> <p>Knowledge & experience of calculating and returning quarterly VAT returns & dealing with VAT issues including partial exemptions</p> <p>Knowledge & experience of creating budgets and cash forecasts</p>	<p>Knowledge & experience of costing systems</p> <p>Knowledge & experience of Pensions</p> <p>Knowledge of HMRC legislation</p> <p>Understanding of preparing monthly management accounts</p> <p>Company administration experience including liaising with auditors</p> <p>Understanding of Not for Profit, Community Interest Companies</p> <p>Experience of working in a small but busy office environment</p>
Personal	<p>Commitment to The Fold's Vision, Mission and Values</p> <p>A positive, proactive, & organised individual</p>	

This is a part-time flexible position for 20 hours per week with the opportunity to expand, and offers a salary of £9,360 per annum.

To Apply

Please download and complete the application form from our website and email to claire@thefold.org.uk with the job title in the email header.

The closing date for applications is Friday 17th May at 17:00