



Job Description

Job Title:	Finance Officer
Responsible To:	General Manager
Responsible For:	Not Applicable

Main Responsibilities

To prepare and maintain the day to day finance procedure covering all aspects of finance, including monthly management reports and quarterly VAT returns.

To be responsible for the New Pathways subscription procedure.

Key Tasks

Be responsible for the entire finance procedure including sales and purchase ledger, bank reconciliations, management reports and VAT returns. Keeping records accurate and up to date.

Store information in an efficient and orderly system using paper and digital systems.

Regularly bank cheques and cash, reconcile income received via our website and bank, record and reconcile information on the database and accounts software package.

Pay invoices by BACS or cheque in keeping with payment terms.

Input financial data onto accounts software package, using department and project coding.

Reconcile bank and credit card statements on a regular basis.

Input online giving reports onto the accounts software package.

Produce monthly gift aid reports on the database and reclaim on HMRC website.

Produce monthly department comparison reports.

Produce monthly management accounts. Input figures from the accounts software package report, reconcile budget figures and work with CEO on queries and adjustments.

Complete quarterly VAT returns, calculating partial exemption sum.

Process the subscriber direct debit reports, amendments and new instructions on a weekly basis and payments on a monthly basis.

Process new subscriptions and renewals on a regular basis. Maintain subscriber information on the database and provide reports as necessary.

Be a super user for the database and support the wider team.

Organise the annual audit/independent examination and liaise with the auditors during the entire process.

Upload the audited accounts and annual return onto Charity Commission and Companies House websites.

Other

It is a requirement of the position to remain flexible within your role and to operate across other roles as business needs require for example, to provide cover when other members of the team are unavailable.

A willingness to be involved in the wider work undertaken by MS-UK is required.

You will be expected to attend fundraising and marketing events as and when required. This may involve occasional weekend or evening work.

You must comply with our internal policies and procedures eg. Health and Safety Policy.

This is not an exhaustive job description, and these duties may change from time to time to reflect changes in the organisation's circumstances. MS-UK therefore reserves the right to vary the job description in consultation with you.

Key Skills

Accuracy and concentration are of the utmost importance as is attention to detail.

Computer literate with excellent and proven working knowledge of QuickBooks, Microsoft Office and databases.

Educated to at least GCSE standard or equivalent in English and Mathematics.

Qualified in AAT Level 3.

Experience of working in a busy office environment.

Ability to work on own initiative.

A keen attitude to learning and a willingness to undertake training

Excellent time management.

Remain calm under pressure.

Flexible, enthusiastic and be a good team player.

Polite and courteous and treats all people with respect.

Reviewed December 2023