

**Job Description and Person Specification**

<b>Job title</b>	Finance Officer
<b>Project base</b>	Home based
<b>Hours &amp; salary</b>	22.5 hours per week (to be worked over 3 – 5 days) £27,395 – £30,069 per annum pro rata
<b>Accountable to</b>	Finance Manager

**About Emerging Futures CIC**

Emerging Futures works with adults affected by drug and alcohol addiction, offering housing and community-based support.

We believe that no one should suffer the stigma associated with addiction, and that everyone seeking support should feel valued and respected.

We provide homes for people to connect with others and make the necessary changes to move towards independent, healthy living.

Our behaviour change services provide a confidential space to share experiences and offer practical support to those who want to change.

The Emerging Futures accredited coach training develops the skills of our volunteers, motivating people to give back and reconnect with their community.

**About the role**

The Finance Officer is a key role in providing a high quality, effective Finance function as part of our Central Support Services, enabling the organisation to deliver its vital services to clients and commissioners.

You will be experienced at working in a busy, fast-growing organisation as you will be providing a broad range of administrative and transactional tasks, including financial accounting administration, managing payables, receivables including upload of housing benefit payments, petty cash, banking, payroll, and other related financial matters.

You will have excellent attention to detail which is essential for the role.

You will be based at home, reporting to and working closely with the Finance Manager and other members of the finance team.

## **Principal duties and responsibilities**

### **Purchase Ledger/Payables**

Obtain appropriate authorisation for invoices prior to processing.  
Ensure that invoices are coded and entered into the finance system in a timely fashion.  
Ensure that any payments are allocated correctly against the relevant invoice.  
Produce the weekly Supplier payment run of invoices by bank transfer or BACS, as appropriate.

### **Bank Transactions**

Identify and process accurately all bank account entries into the finance system and reconcile the bank account.  
Liaise with operational and other staff on entries where required (e.g., receipt of housing benefit).

### **Sales Ledger/Receivables**

Maintain and report on the sales ledger.  
Raise sales invoices in line with contract requirements and record in the sales ledger.  
Manage credit control and pursue payment where required.

### **Housing Income**

Provide cover and support for the Central Housing Benefit Administrator when required  
Liaise with councils and staff as required.

### **Payroll**

To support the Payroll Manager with the processes of payroll and any other ad hoc tasks as required.

### **Other**

You may be required to work flexibly from varying operational sites as required and agreed with line manager.

A willingness to work flexibly based on business requirements.

Commitment to continued personal development, maintaining an up-to-date knowledge of developments across your field, legislation and practice as appropriate.

Other duties and responsibilities that will from time to time become necessary as part of the financial management of the organisation.

Contribute to process improvement and efficiency, including involvement in development of systems, policies and processes.

Monitoring and adhering to internal controls.

## **Generic duties and responsibilities**

### **Confidentiality**

Service user, volunteer and staff information is confidential. It is a condition of employment that staff do not use or disclose any confidential information obtained in accordance with data protection legislation.

### **Code of Conduct**

All staff are expected to adhere to all EF's policies and procedures that establish standards of good practice and follow any codes of conduct which are relevant to their own profession. Staff will promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF's commitment to valuing diversity.

### **Privacy and dignity**

Staff should respect service user/family/carer's diversity, cultural needs and privacy.

### **Safeguarding**

All staff have a duty to safeguard and promote the welfare of service users, volunteers, their families and carers. Staff have a duty to ensure they are familiar with safeguarding policies, attend safeguarding training and know who to contact if they have concerns about an adult or child's welfare.

### **Health and safety**

EF has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All employees are required to comply with relevant Health & Safety legislation and policies relating to Health & Safety and Risk Management

### **Professional development**

Staff must be committed to their professional development and keep up-to-date with relevant developments and legislation in the sector.

## **Skills and experience**

<b>Essential</b>	<b>Desirable</b>
<p>AAT Level 3, or equivalent by experience.</p> <p>At least 3 years' experience working in a similar role.</p> <p>Experience with finance systems.</p> <p>Very high level of attention to detail.</p>	<p>AAT Level 4.</p> <p>Experience of Sage Intacct and Sage payroll systems.</p> <p>Experience in the charity sector and with housing benefit.</p> <p>Experience of working with both financial and non-financial staff.</p>