

ACTION FOR COMMUNITY DEVELOPMENT (AfCD)

Job description

Job title:	Finance Officer
Responsible to:	AfCD Director
Contract:	Permanent post, 28 hours per week
Duration:	2 years (To be continued)

About the role

Our vision is that the UK can and must be transformed into a country where everyone can live a full life, free from poverty. Poverty robs people of dignity, freedom, and hope, of power over their own lives. We believe that our vision - an end to poverty in the UK - can become a reality. The postholder is responsible for working within the core team to support operations and programmes through providing financial administrative support to the organisation. They will be working with colleagues to maintain accurate Quickbooks, Salesforce and financial management systems which are crucial to supporting the charity's mission to help grow a social movement to build dignity, agency and the power to end poverty in the UK.

Key objectives

- Maintaining financial systems through accurate record keeping.
- Providing financial support operationally to the wider staff team nationally.
- Implement financial systems and processes.

Key responsibilities

Building Dignity, Agency and Power to End Poverty

- Actively build relationships with colleagues, partners and individuals to strengthen networks across our projects and activities.
- Encourage opportunities Lewisham BME organisations.
- Support the aims of the AfCD, organisations and partners through contributing to campaigning and community organising (e.g. Fundraising Week).

Outcomes: The financial systems and administration of groups support AfCD's mission and strategy by providing high quality support to staff, partners and volunteers and robust reporting to donors and funders.

Financial Administration

- Assist with efficient and accurate bookkeeping and records management of financial accounts including regular reconciliation activity according to standard processes.
- Raise, receive, process, code and upload invoices to/from suppliers and funders using finance management software (Quickbooks).
- Reconcile monthly bank statements, credit card and pre-paid cards.

- Record grants, donations and other income from supporters, members, etc and maintain up to date donor records on the financial management system (Quickbooks).
- Liaise with and responding to inquiries from colleagues, suppliers and programme partners.
- Assist with the preparation of monthly fundraising progress reports, quarterly management accounts, Gift Aid claims and annual financial examination.

Outcomes: AfCD has accurate high quality financial management records which support the efficiency of operations.

Programme Support

- Administer, track and record petty cash and staff expenses related to programme activities.
- Provide regular reconciling and reporting of donor income and programme expenditure, answering queries and providing up to date information to the line manager.
- Creating financial reports to enable tracking and monitoring of spend and in reporting to grant funders.

Outcomes: AfCD have the financial information and support centrally to run effective projects nationally with partners and volunteers, and to report to trustees and external funders.

Compliance

- Ensure your work is carried out to the required quality standards and adhering to internal financial management procedures.
- Provide documentation to facilitate programme operations, including grant documents and funder reports.
- Support the Finance Manager in ensuring AfCD is compliant with contractual and legal obligations.

Outcomes: AfCD is fully compliant with company and charity legislation; and best practice regarding financial management.

Accountability and relationships

The Finance Officer will be accountable to AfCD's Director; and will work closely with the core office team and other members in the team. They will also have a working relationship with staff from suppliers, partners and volunteers. They will be expected to attend regular staff meetings and supervision sessions.

Other details

Duration: Permanent contract with six month probationary period.

Hours: 28 hours per week including very occasional 'unsocial' hours, weekend working and overnight travelling for which Time Off in Lieu is provided.

Salary: £25k paid monthly on the 28th day of each month.

Holidays: 25 days' annual leave pro rata plus statutory holidays.

Location: AfCD, Deptford London SE8.

Closing Date: 25th August 2023 (immediate start)

Person specification

Criteria	Assessed by
Skills/knowledge	A.I
Excellent numeracy skills	A.I
Excellent analytical skills	A.I
Good written and oral communication skills	A.I
Strong attention to detail	A.I
Understanding of bank reconciliations and other day to day financial management procedures	A.I
Good knowledge of customer relations management and database software, ideally Excel and Salesforce	A.I
Knowledge of financial management systems/software, ideally Quickbooks	A.I.
Good time management and organisational abilities	A.I.
Experience	
Bookkeeping, finance or equivalent role	A.I.R
Maintaining accurate records and data entry	A.I.R
Working as part of a team and with managing the delivery of tasks from various colleagues	A.I.
Work related circumstances	
Understanding of and willingness to adhere to AfCD's vision and values and to undergo training	I
Willingness to work flexibly, including some evenings, weekends, including occasional overnight stays	I

A = Application; I = Interview; R = Reference