

Finance Officer (Part time)

Job Description & Person Specification

JOB DESCRIPTION

Role Purpose

The part time Finance Officer will run the charity's day-to-day finances, ensuring accurate bookkeeping, effective financial controls, and timely financial reporting. The role will support the management team and trustees by providing clear and reliable financial information in line with the Charities SORP (FRS102) and charity best practice.

Key Responsibilities

Bookkeeping & Day-to-Day Finance

- Maintain accurate financial records using the charity's accounting system (QuickBooks).
- Manage day-to-day bookkeeping, including purchase and sales ledgers, bank and petty cash reconciliations, monthly staff expenses and oversee petty cash which is administered to the team by the service administrator.
- Prepare and post accounting journals, including accruals, prepayments, deferred income, and accrued income and expenditure.
- Maintain balance sheet reconciliations.
- Collate monthly payroll information and liaise with third party payroll provider each month.
- Carry out annual renewal of the charity's insurance policies.

Management Accounts, Budgeting & Forecasting

- Prepare quarterly management accounts for senior staff and trustees including forecasts (with the Operations Manager and/or CEO).
- Liaison with the charity's Treasurer.
- Support the annual budgeting process and ongoing budget monitoring.
- Monitor expenditure against budgets and explain variances.
- Preparing financial reports for partner charity where relevant.
- Preparing ad hoc financial information and analysis for management team as required

Charity Accounting & Compliance

- Help ensure financial records and reporting comply with the Charities SORP (FRS 102).
- Assist with year-end accounts preparation including by fund (class) and liaise with external accountants and independent examiner.
- Maintain clear audit trails and supporting documentation.

Funds & Grant Reporting

- Manage direct to survivor support costs including any household support or equivalent fund.

- Monitor restricted and unrestricted funds to ensure compliance with funder requirements.
- Track project budgets and expenditure against funding agreements.
- Prepare accurate and timely financial monitoring reports for funders.

General Finance Support

- Provide financial information and guidance to non-finance colleagues and budget holders.
- Support improvements to financial systems, processes and controls.
- Assist with maintaining financial policies and procedures.
- Liaise with counterparts in partner organisations within the Surrey Domestic Abuse Partnership.

ACCOUNTABILITY

The Finance officer is accountable to the Operations Manager at South West Surrey Domestic Abuse Service.

PERSON SPECIFICATION

Essential

- Experience in a finance/bookkeeping role (qualification or qualified by experience) including preparing accounting journals, including accruals, prepayments, deferred income, and accrued income and expenditure.
- Experience assisting with the preparation of management accounts, budgets, and forecasts.
- Excellent attention to detail and accuracy.
- Strong IT skills, including cloud accounting software and excel.
- Ability to manage workload independently within part-time hours that are worked flexibly
- Understanding of the importance of and have knowledge of GDPR/Data Protection.

Desirable

- Charity or other not for profit finance experience with understanding of restricted and unrestricted funding
- Working knowledge of the Charities SORP (FRS 102).
- Experience using QuickBooks.
- Experience supporting year-end accounts and independent examinations.

Personal Attributes

- Highly organised and reliable.
- Trustworthy and discreet with confidential information.
- Able to communicate financial information clearly to non-finance colleagues.
- Flexible, proactive, and collaborative.
- Shares our commitment to ending domestic abuse and supporting survivors.
- Values inclusion, equality, and empowerment.