

<b>JOB TITLE:</b>	<b>Senior Finance Officer</b>
<b>REPORTS TO:</b>	<b>Director of Finance &amp; Administration</b>
<b>OBJECTIVES:</b>	To support in the management and control of the finances of Buttle UK under the direction of the Director of Finance  To provide an efficient and effective support infrastructure to enable the Charity to fulfil its grant making commitments
<b>LINE MANAGEMENT:</b>	Grants Administrator

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## **RESPONSIBILITIES**

As Senior Finance Officer, reporting to the Director of Finance & Administration, your responsibilities will include being the first point of contact at Buttle UK for all internal and external finance queries, implementing end-to-end finance operations and supporting the Director of Finance with financial planning and analysis. A key part of this role will be to lead on making improvements to procedures and controls, as well as leading on or supporting with ad-hoc projects and requests as and when they come up

### **1. Financial Management and Operations**

- 1.1 Support on preparation and publication of monthly and quarterly management accounts including journals, accruals, prepayments, variance analysis, forecasts, commentaries
- 1.2 Monitoring cash flow
- 1.3 Providing back-office services such as accounts payable, collection and payroll
- 1.4 To review and develop systems and processes as appropriate for the accurate and timely provision of financial information and statutory accounts
- 1.5 To administer financial aspects of staff employment and to liaise with the Director of Finance on this, as appropriate
- 1.6 To maintain the bank accounts and perform bank reconciliations
- 1.7 To support the Director of Finance in the preparation of the year-end statutory accounts and ensure that the necessary information is available in a timely fashion for the annual audit, and to liaise with the auditors as appropriate
- 1.8 Looking for cost-reduction opportunities and proposing them to the Director of Finance
- 1.10 To review supplier invoices and ensure their timely payment.

- 1.11 Record collection of all income on the finance system and reconcile with Fundraising team
- 1.12 To support the Director of Finance for the submission of accurate statutory returns to all relevant bodies
- 1.13 Data Entry duties, as required.

## **2. Information Technology**

- 2.1 To plan for improvements to IT systems and infrastructure to enhance capacity, efficiency, value for money and to help the Charity achieve its objectives.

## **3 Managing resources and staff**

- 3.1 To line manage the Grants Administrator, ensuring efficient and effective use of resources.
- 3.2 To manage, and be responsible for such projects, as may be delegated
- 3.3 To support in maintaining budgetary constraints
- 3.4 To maintain good working relationships and provide financial information and guidance to colleagues.

## **4. Additional**

- 4.1 To undertake such other responsibilities as directed by the Director of Finance & Administration
- 4.2 To work in a flexible way when the occasion arises so that tasks that are not specific to the role are undertaken
- 4.3 To assess and take responsibility for one's own performance.

## PERSON SPECIFICATION

### Knowledge and experience

- Support in the management of financial control and direction in an organisation.
- Chartered or CIPFA Accountancy qualification, part qualified or qualified by experience
- Support in the production of statutory accounts, preferably with SORP accounting experience
- Working with the accounting systems including data entry
- Management of Accounts payable & accounts receivable ledgers, fixed assets, investments under the supervision of the Director of Finance

### Skills and abilities

- Ability to analyse financial information, to assist colleagues to understand the financial implications for proposals and what can be achieved by different financing options
- Ability to inform, assist and clearly communicate with colleagues so that they are able to fulfil their responsibilities, and to inspire confidence in staff
- Ability to produce monthly finance reports, maintain bank accounts and prepare reconciliations
- Ability to forecast the financial position of the organisation and advise colleagues about corrective action activities
- Ability to develop the use of IT to further the objectives of the organisation
- Ability to prioritise and manage a varied and demanding workload, meet deadlines and work in an organised and systematic way
- Ability to produce accurate and timely management and statutory accounts
- Good Excel knowledge and experience at least up to Intermediate level
- Good organisational skills and office experience
- Good attention to detail

### Attitudes

- Awareness of equalities issues and the commitment to working in an anti-discriminatory way
- Commitment to support, learning, feedback and development for staff and personally
- Prepared to work flexible hours
- Self-motivated and able to work independently
- Solution focused and proactive. A people person, able to work closely with multiple stakeholders

### Values

Here we share the values that we embody in our organisation:

- **Child-focused.** We put children and young people first in the decisions we take. They are the focus of all our efforts and energy.
- **Empathetic.** Empathy and compassion are central to our work with children, young people and families. We act with respect for all people, communities and cultures, and value this in our wider team as well as our grant-making.

- **Responsive.** We are responsive to the needs of children and young people, with a focus on providing swift decisions. We listen and adapt so that we can do better in all aspects of our work and deliver more for those we support.
- **Collaborative.** We collaborate in order to create chances for children and young people that are significantly disadvantaged by crisis and poverty. It is only through working in partnership that we can be truly successful.
- **Accountable.** We are accountable to children, young people, and all those with whom we work. By recognising and acting on this accountability, we will most effectively and appropriately serve the communities for which we exist and deliver the best possible service to meet their needs.