# ECHO FOR EXTRA CHOICES IN HEREFORDSHIRE LTD

**Finance Officer**

## JOB DESCRIPTION

* To be responsible for the day to day book keeping and financial management for a thriving local charity with a turnover approaching £1 million per annum using Xero accounting Software
* Reporting to: ECHO’s Chief Officer
* Line managing: an administrator who provides finance support

## Main Tasks

1. To oversee and develop the use of the Xero Accounting package
2. Payroll management, including PAYE, use of internet banking BACS payment system, compliance with HMRC regulations
3. Administering all pension payments, including overseeing auto enrolment of all employees and reassessment every three years
4. Provide an Agent service to external organisations on payroll and HMRC
5. Tracking all grants and other payments due and advising Chief Officer when payments have not arrived
6. To ensure the prompt issuing of invoices for participants attending day activities; sending out statements and chasing up overdue invoices and advising appropriate staff members of overdue invoices
7. Monitoring participants holidays and reflecting these in invoices
8. To enter all payments and receipts
9. To undertake monthly:

* Bank reconciliation
* Profit and Loss report
* Management Accounts report
* Cash flow report
* Investment report.

1. Petty cash reconciliation and administration

* To ensure all projects receive and used appropriately petty cash and accounts are reconciled monthly

1. To ensure all money received is handled, banked and logged securely, accurately and promptly
2. To administer Standing Orders, donation scheme and Gift aid recovery scheme.
3. Reconciliation of accounts up to trial balance
4. To provide budget reports as required.
5. To liaise with ECHO’s treasurer and external auditors.
6. To attend and advise the monthly Money Group meetings (a sub group of the board)
7. To provide support and information to all staff regarding project funds; PAYE and pension queries
8. To ensure proper application of ECHO’s Internal Financial controls policy throughout the organisation and to recommend any policy changes as required.
9. To take responsibility that best value is achieved from major suppliers (including utility and insurance) and that these are reviewed regularly.
10. To undertake any other duties, as requested by the Chief Officer.

**PERSON SPECIFICATION – Finance Officer**

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| **Finance & IT** | **Essential** | **Desirable** |
| Accounting experience and knowledge within a small business or charity environment using a computerised accounting system. | **** |  |
| Working with Xero accounts package |  | **** |
| Understanding of Payroll and HMRC requirements | **** |  |
| Previous experience of administering payroll. | **** |  |
| Familiarity with internet banking systems and BACS payments | **** |  |
| A good level of experience and knowledge of Excel or equivalent spreadsheet software | **** |  |
| Experience of working in a voluntary organisation. |  | **** |
| Experience/Knowledge of charity accounting |  | **** |
| Experience of using Moneysoft payroll software |  | **** |
| **Qualifications and Training** | **Essential** | **Desirable** |
| AAT Accounting Qualification to level 2 minimum or part professional accounting qualification or equivalent | **** |  |
| Attendance on other courses relating to skills training for accountancy work.  Attendance on other courses relating to skills training for IT, including Excel |  | **** |
| **General Skills & abilities** | **Essential** | **Desirable** |
| Efficient administrative and organisational skills. | **** |  |
| Accuracy and attention to detail | **** |  |
| Good level of numeracy and literacy | **** |  |
| Good keyboard/word processing skills | **** |  |
| The ability to set priorities, meet deadlines and work under own direction | **** |  |
| An ability to relate to a wide range of people | **** |  |
| Experience of working with people with learning disabilities (either in a paid or voluntary role) |  | **** |
| Able to communicate with disabled people in a way that promotes respect & equality |  | **** |
| Able to work as part of a team and share skills and knowledge | **** |  |
| Good working knowledge of using computers. | **** |  |
| Good verbal communication skills | **** |  |
| Ability to find practical solutions to problems | **** |  |
| **Personal Qualities** |  |  |
| An understanding of and commitment to the principles of equality and diversity | **** |  |
| Respect for people’s rights and dignity | **** |  |
| A person centred approach to working with individuals | **** |  |
| An understanding of the importance of confidentiality | **** |  |
| An understanding of and commitment to the principles of equality and diversity | **** |  |
| A commitment to promoting the rights of people with disabilities. | **** |  |
| Willingness to undertake further skills training as deemed appropriate for the job | **** |  |
| Self motivation and enthusiasm | **** |  |
| Professional outlook | **** |  |
| Sensitivity and diplomacy | **** |  |

**Terms and conditions**

**Hours:** 30 hrs per week

**Salary:** £32,494.69 (£26,347.05pro rata)

**Annual leave:** Entitlement is 6 weeks’ annual leave per annum (Jan to December). This includes pro rata bank holidays and a mandatory week at Christmas when all ECHO activities are closed.

**Sickness entitlement:** All employees are entitled to up to 6 weeks on normal pay, including any Statutory Sick Pay (SSP) entitlement. Employees whose normal earnings are in excess of the Lower Earnings Limit for payment of National Insurance Contributions may also be entitled to SSP for up to 28 weeks in any period of incapacity. Any previous period of sickness absence in the 12 months preceding the first day of the new period of absence, will be counted against the absence. Trustees may make a discretionary decision to extend periods of full or half pay to individual members of staff in situations of specific need and within the available resources of ECHO. Any such decision would be at the request of the chief officer to a meeting to the full board of trustees.

**Pension:** ECHO offers the NEST (National Employment Savings Trust) pension scheme to employees.