

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Finance Officer
Date reviewed	January 2017
Purpose	To ensure that Head Quarter finance transactions are processed in a timely and accurate manner
Responsible to	Finance Coordinator
Responsible for	n/a
Working with	Colleagues within the Finance Department, internal departments, regional offices and external contacts as necessary.
Location	250a Kennington Lane, London, SE11 5RD
Post	Full time
Period	Permanent
Grade	2.1
Salary	£23,500 gross per annum

JOB DESCRIPTION

Main Duties and Responsibilities:

- Open the post, logging all receipts and banking cheques
- Maintain the purchasing and payments systems, processing invoices and bank payments and reconciling supplier statements
- Maintain the sales and invoicing system, ensuring that receipts are correctly allocated and debts are chased up
- Prepare debtors and creditors analysis for monthly checking
- Process all income, ensuring it reconciles with the income database, and bank cash and cheques on a weekly basis
- Deal with queries from suppliers and customers of RedR UK
- Control office petty cash holdings, issuing funds against authorised requests and arranging replenishments under the imprest system
- Process month end journals for payroll, accruals and prepayments.
- Prepare bank and cash reconciliations ready for checking and authorisation
- Assist colleagues with financial transaction queries
- Assist colleagues with the use of the accounting system

- Support the other work of the Finance team as appropriate, undertaking any reasonable request to perform other tasks as required from time to time

PERSON SPECIFICATION

Essential

- Experienced bookkeeper
- Qualification in accounting (or studying towards accounting qualification)
- Experience of dealing with customers and suppliers
- Competent in PC usage, particularly MS Office (Word, Excel, etc.)
- Numerate and articulate, able to work supportively as part of a team and with a friendly and
- approachable personality
- Eligible to work in the UK

Desirable

- Experience of working in a finance team
- An understanding of and a commitment to the charity sector
- An understanding of and a commitment to humanitarian values