

# Job Description Finance Officer

**Renewal**

## **Job Role & Purpose**

Working as part of the small and dynamic Finance team, you will support the Chief Finance Officer in providing financial and business support services for the organisation.

You will work closely with the Chief Finance Officer, ensuring the day-to-day accounting and financial management systems are updated & maintained in order to deliver the Renewal Mission, Vision and Values and ensure the finance department meets its strategic objectives.

You will support the Chief Finance Officer in all aspects of Renewal's bookkeeping, income & expenditure, payments, reconciling bank accounts, sales ledger, credit control, banking, Gift Aid management, preparation of year end accounts and liaising with other budget holders.

You will deputise for the Chief Finance Officer when necessary.

## **Key Duties & Responsibilities**

- Day-to-day book-keeping and accounts processing (sales, purchases, nominal ledger)
- Process weekly payments of all authorised purchase invoices and expense claims by BACS
- Quarterly VAT processing and preparation of VAT returns
- Bank and cash management, including reconciliation of all bank accounts and credit cards
- Undertake weekly/monthly Gift Aid reconciliations and liaise with charity members
- Credit control and dealing with purchase ledger enquiries
- Responsible for liaising with the Administration department & raising monthly sales invoices
- Provide information to the Chief Finance Officer for reporting and budgeting purposes
- Responsible for processing purchase ledger
- Establish effective working relationships with staff and other department heads
- Create cost analysis reports for other departments
- Assist in developing and monitor internal financial controls
- Share in the responsibility of responding to finance queries from both internal and external stakeholders
- Being a key point of contact for other departments on financial and accounting matters
- Develop financial information capture and processing systems in line with the changing needs of the organisation
- Ensure financial compliance and best practice in accordance with current accounting standards and SORP
- Ensure adequate procedures and practices are in place to comply with relevant Charity and Company law, VAT and HMRC regulations
- Participate in financial audits, processing year-end accounts and finance reports

## Other Responsibilities

- Support with the processing and administration of payroll and PAYE payments as required
- Process and oversee distribution and balancing of petty cash
- Be responsible for annual returns
- Contribute to the growth and expansion of Renewal
- To undertake any other duties commensurate with the role, within the bounds of his/her own competence
- Manage Fixed Asset Register
- Keep the Chief Finance Officer up to date with issues as they arise
- Suggest improvements to processes
- Manage volunteers in the finance department
- Be part of the Staff team, building into Renewal culture and ethos
- Follow organisational structure, channels of communications and sign-off processes
- Maintain healthy interdepartmental relationships

The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to the way Renewal operates in the future.

This job description outlines the key duties that are expected of you within the role although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change.

### Notes on role

This is a hands-on role and will suit someone who enjoys working proactively, has a logical and systematic approach and excellent communication skills. The role involves managing some relationships with charity members.

The Finance Support Officer will be expected to handle detailed concepts and problems, balance multiple tasks simultaneously, and make decisions regarding financial issues.

Hours worked may be outside regular working times.

The Finance Support Officer will convey a professional and positive image and attitude regarding Renewal and demonstrate commitment to continued professional growth and development.

## Knowledge, Skills & Abilities

### Knowledge & Experience

- Three to five years' relevant bookkeeping and financial management experience
- Experience of working in both corporate and charity/voluntary finances
- Proficient in Sage 50
- Advanced knowledge of Microsoft Excel & ability to use other Microsoft packages as required
- Moneysoft Payroll and Gift Aid software experience

- Knowledge and experience of VAT
- Knowledge of financial legislation and regulations
- Knowledge and awareness of the remit of Renewal and it's work within the community

### **Skills & Abilities**

- Banking
- Accuracy and attention to detail
- Strong written and verbal communication skills
- Time management & prioritising
- Be able to plan workload and work under pressure
- Financial acumen
- Attention to detail and high level of accuracy
- Ability to work as part of a team
- Strong interpersonal skills: the ability to work well with people at all levels both within the organisation and our wider stakeholder community

### **Qualifications**

- AAT Level 3 or equivalent qualifications

### **Personal Qualities**

- Compassion and empathy in the undertaking of your duties
- High level of integrity
- Focussed, adaptable and willing to learn new skills
- Understand confidentiality and exercise discretion throughout your role
- Resilient

### **Job Location**

Based at Lode Lane, Solihull

## **For all Employees**

### **Work to Renewal's Mission, Values & Vision**

We Are **Family**: We belong and grow together, working in relationship with each other. We are role models of a servant hearted approach. In our individual relationships we love one another, encourage one another, honour one another, build one another up and bear with one another.

We Are **People**: We bring our individual relationships together to form our corporate identity, united as one and with one vision and purpose. As a team we win and learn together.

We Are A **Movement**: We look outwards, continuously moving and seeking to connect the church to the community around us. We are innovative, constantly striving to improve what we do and who we are.

A copy of Renewal's Mission, Values and Vision document will be made available to you as part of your induction to Renewal.

### **Flexibility**

You are expected to be flexible in your approach to fulfilling your role and supportive of your colleagues in the delivery of all services within the community and within the Church.

## **Safeguarding**

All Renewal staff and volunteers are expected to acknowledge the duty of care to safeguard and promote the welfare of children and vulnerable adults and should all be committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice at all times. You have a duty to report any concerns to the Renewal Safeguarding Officer.

Where necessary for your role you may be expected to hold a DBS check (either Basic, enhanced or standard depending on role)

## **Health & Safety**

To comply with the Health and Safety at Work etc. Act 1974.

To take responsibility for your own health and safety and that of other persons who may be affected by your acts or omissions.

To attend and observe Fire Safety Training and instructions.

## **Equality & Diversity**

To carry out at all times your responsibilities in line with the Renewal's Equal Opportunities Policy and Procedure.

## **Confidentiality & Data Protection**

To maintain confidentiality of information relating to the church, its congregation, clients, staff and other users of Renewal in accordance with the General Data Protection Regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

**Renewal Solihull**

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