A drawing of a face

Description automatically generated

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| **Job Title:** | **Finance Officer** | | |
| **Reports to:** | Chief Executive Officer | | |
| **Key Relationships** | Senior Leadership Team, Counselling Clinical Supervisor, Team members, External contractors | | |
| **Location** | SKM Centre  22-26 Dover Road  Folkestone  CT20 1JQ | **Travel Required**  **Position** | Occasional travel  Permanent |
| **Salary Range from** | £29,174.60 per annum pro rata depending on skills and experience | **Hours of Work** | 14 hours per week |
| **Holidays** | 28 days per annum pro rata which includes statutory bank holidays |  |  |
| **OVERVIEW AND JOB PURPOSE** | | | |
| Would you like to be a part of a dynamic team striving to break down barriers for those that need help and support, and want to be part of our mission to provide prevention, recovery, and support services in South Kent to empower people to take control of their mental health?  If your answer to these questions is yes, we would like to hear from you.  The Finance Officer is a key member of our team, responsible for the financial administration of South Kent Mind in co-operation with the payroll administrators (accountants), management and staff team. Implementing Mind Policy throughout and maintaining professional standards. Responsible for selected HR tasks such as keeping HR system up to date and accurate with holiday entitlements. | | | |
| **JOB DESCRIPTION** | | | | |
| * To maintain accurate up-to-date financial records for the organisation using SAGE accounting system * Reconcile the bank accounts at least once a month and the petty cash records on a regular basis. * Prepare updates for the CEO to present at each Board meeting and Finance Sub Committee. * Present detailed records for the preparation of final accounts at end of financial year liaising with Treasurer and Accountant as required. * Issue invoices and monitor payment of same, with follow-up as required. * Receive and pay invoices via online banking, cheques and direct debit and communicate with suppliers as required. * Record all transactions relating to our 3 Retail Shops * Purchase items via credit card or PayPal as required by CEO * Provision of acknowledgements and receipts as required. * Record and bank all moneys received by cash or cheque as soon as possible. * Prepare and submit to Payroll administrators’ information required for monthly payroll. * Maintain up-to-date records in respect of project funds, both restricted and unrestricted. * Oversee gathering of information for Gift Aid and submission of claims to HMRC on a quarterly basis. * Assist with the financial preparation of the annual budget * Assist with ensuring an accurate full cost recovery budget for all grant funding applications. * Set up meetings, prep agenda and take minutes for Finance Sub Committee   **Key HR Tasks:**   * Calculate staff holiday and sick pay entitlements and input onto HR system.   **General Tasks:**   * Liaise with Property Management Companies regarding our retail Leases. * Work with staff/volunteers to assist users of the service to enhance their confidence, self-esteem and social skills in a safe and non-threatening environment. * Work within the guidelines of Health and Safety in the workplace. * Maintain good staff/volunteer relations as per South Kent Mind’s Policies and Procedures. * Ensure user confidentiality and keep detailed and accurate records where necessary. * Make input to staff meetings and provide follow up where appropriate. * Ensure targets, deadlines and reasonable requests are met. * Participate in training (both internal and external courses) and share knowledge gained to support the wider team * Ensure services are accessible to everyone in the South Kent Mind area. * Ensure services are accessible to everyone regardless of their age, gender, ethnicity, language, disability etc. | | | | |
| **PERSON SPECIFICATION** | | | | |
| |  |  |  | | --- | --- | --- | |  | **Desirable**  **Criteria** | **Essential**  **Criteria** | | **Qualifications** |  |  | | Finance qualification or similar (e.g. Business) | **\*** |  | | **Experience** |  |  | | IT Literate and experienced using Sage finance systems and online software systems |  | **\*** | | Experience or training in some basic HR tasks | **\*** |  | | Understanding of Gif Aid processes | **\*** |  | | Experience/awareness of mental ill health | **\*** |  | | Experience of working in a charitable setting | **\*** | **\*** | | **Skills and Abilities** |  |  | | A can-do attitude and willingness to be personally accountable |  | **\*** | | Being a self-starter, self-learner and owner of responsibility |  | **\*** | | Ability to deal with stressful and difficult situations in a calm manner |  | **\*** | | Ability to communicate effectively in person, via email and over the telephone |  | **\*** | | Ability to deal sensitively and professionally with a wide range of enquiries |  | **\*** | | Ability to prioritise and manage workload |  | **\*** | | Ability to protect personal information appropriately and to maintain confidentiality |  | **\*** | | Strong written and verbal communication skills to interact with all |  | **\*** | | Ability to work as part of a multi-disciplinary team |  | **\*** | | Ability to share detailed and accurate information within the organisation |  | **\*** | | A flexible attitude and an ongoing willingness to learn |  | **\*** | | Understanding of, and a personal commitment to, equality and diversity and how this applies in particular to mental health services |  | **\*** | | | | | |