

Kincardine and Mearns Citizens Advice Bureau



Finance and HR Officer

Job Description

Employer: Kincardine and Mearns Citizens Advice Bureau

Job Title: Finance and HR Officer

Responsible to: Bureau Manager

Location: Stonehaven

Hours per week: 10.5

Salary: £22,515 (FTE based on 35 hr p/w)

Summary of Main Responsibilities:

- The Finance and HR Officer contributes to the sound management of the bureau by providing specialist skills in accounts and financial reporting and by providing HR admin support to the Bureau Manager. They report to the Bureau Manager and works closely with the Bureau Manager and Treasurer.

Key Tasks

1. COMPUTERISED BOOKKEEPING & ACCOUNTS

- Ensure that all income is accurately recorded
- Day-to-day bookkeeping using Sage Line 50 Accounts package and Microsoft Excel
- Maintain Petty Cash Records
- Monthly Bank reconciliation
- Quarterly Budget and Variance analysis
- Quarterly accounts for Management Committee/Trustees

2. PAYMENT OF SUPPLIERS

- Liaise with Bureau Manager to:
 - Ensure that goods are ordered in accordance with agreed procedures
 - Ensure that proper documentation is kept for returns and that credit notes are obtained
 - Ensure that payments are correctly authorised

- Ensure that rent, insurance and other periodic payments are made.
- Check suppliers statements and deal with queries.
- Prepare cheques for signature in accordance with the mandate and with supporting documentation.

3. MONITOR BANK ACCOUNTS, LIAISE WITH BANK

- Be aware of bank requirements and facilities, signatories, passwords etc.
- Ensure that sufficient funds are available for cash needs.
- Deal with routine correspondence and form filling
- Regularly update cash flow forecast

4. DRAFT ACCOUNTS, PREPARATION FOR AUDIT, LIAISE WITH AUDITORS

- Run year end procedures and prepare all reports relating to the accounts.
- Produce draft accounts and prepare books and documentation for the auditors
- Liaise with auditors, respond to queries, comment on their draft accounts

5. USE OF COMPUTER EQUIPMENT & SOFTWARE

- Make weekly back-ups of all data
- Install updates and new software as required

6. PREPARE BUDGETS & FORECASTS

- Assist the Bureau Manager to compile an annual budget for the bureau as a whole and for individual projects

7. GRANT APPLICATIONS & FINANCIAL INFORMATION FOR FUNDERS

- Assist the Bureau Manager to prepare financial information required for funding applications to local authority and other funding bodies
- Complete financial monitoring reports and ongoing funding awards as required
- To assist with fundraising, and to provide data and budgets for fundraising projects

8. HR ADMIN

- Organise and maintain personnel records
- Update internal databases
- Prepare HR documents
- Revise company policies
- Liaise with external partners such as insurance providers and ensure legal compliance
- Create reports on HR Metrics
- Answer employee questions
- Update and support the Bureau Manager to ensure all Health and Safety obligations are met.

9. SUPERVISION, STAFF MEETINGS & TRAINING

- Attend and contribute to staff meetings and one-to-one supervision meetings
- The post holder must be willing to attend training
- Act as Secretary to the Board and attend board meetings

Person Specification

FINANCE OFFICER	COMPETENCIES
QUALIFICATIONS	Full or part qualified Certified Accounting Technician or equivalent experience.
EXPERIENCE	At least 2 years experience of using an accounts package for general bookkeeping, including producing financial reports. Experience in an administrative role. Experience of working on own initiative in a financial setting Experience of the voluntary sector. Experience of producing financial reports, budgets and information for funders.
SKILLS AND ATTRIBUTES	Ability to prepare required data for annual accounts. Experience of monitoring budgets. Ability to liaise with auditors, banks and other financial institutions. Self-motivating and able to prioritise own workload to meet deadlines. Works with a high attention to detail.

VALUES AND ATTITUDES	<p>Honest and trustworthy.</p> <p>Committed to confidentiality.</p> <p>Friendly and approachable personality.</p> <p>Flexible and co-operative approach to work.</p> <p>Able to work as part of a team.</p> <p>Commitment to equal opportunities.</p>
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KNOWLEDGE	<p>Book keeping requirements for business.</p> <p>Charity Accounting.</p>
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