

**Finance Officer**

Salary: £ 27,506 per year, plus up to 5% matched pension contributions.

Based: Birmingham LGBT Centre, 151 Hurst Street, Birmingham B5 6EW

Terms: Full-time, 37 hours per week.

25 days’ annual leave, plus bank holidays

Reports to: Director

**Job Description**

**Purpose**

To provide professional, friendly and comprehensive financial and general administrative support, to the Director, the Chief Operating Officer, managers and members of staff at Birmingham LGBT.

**Main Duties**

1. Be responsible for all aspects of the finance function, including raising sales invoices, credit control, answering queries, posting purchase invoices, paying suppliers and reconciling supplier statements using SAGE 50 Accounts.
2. Process the monthly payroll using SAGE Payroll, including new starters and leavers, changes to rates of pay and timesheets. Post payroll analysis to SAGE 50 Accounts by journal voucher. Ensure payments to HMRC are made on time.
3. Induct new starters into the NEST Pension Scheme and ensure contributions are paid to NEST on time. Ensure all legislative changes are applied to the pension scheme and payroll, and are communicated to members of the scheme.
4. Ensure software updates are applied to SAGE 50 Accounts and SAGE Payroll.
5. Administer the petty cash system.
6. Maintain Gift Aid records and complete Gift Aid returns.
7. Provide banking and administrative support as required, for example being first point of contact for finance queries.
8. Input transactions with appropriate charity fund analysis and manage the financial management system.
9. Assist in the production of monthly, quarterly and annual management accounts and liaise with budget holders.
10. Develop, implement and maintain financial administrative systems to ensure the finance function runs to maximum efficiency.
11. Liaise with utility and other service providers and agencies to ensure accurate and appropriate charges.
12. Resolve queries, bank cash and cheques received on a regular basis and reconcile bank statements.
13. Report on performance statistics and cashflow forecasts as required.
14. Produce financial monitoring information as required for monitoring reports to funders,.
15. Assist with the production of letters, documents, briefing reports and presentations in a range of formats for approval and signature, as requested by managers.
16. Assist in the collation and maintenance of statistical information using databases and spreadsheets.
17. Assist in the maintenance of office systems, organise and store paperwork, documents and computer-based data.
18. Undertake relevant training to ensure continued personal development relevant to duties and responsibilities.
19. Perform other duties that the Director or their authorised deputy may consider appropriate.

This job description is not exhaustive, but is provided to assist the post-holder understand their main duties, and it may be amended from time to time, without changing the level of responsibility appropriate to the grade of the post and in discussion with the post-holder.

**Person Specification**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Essential criteria**

**Must be able to demonstrate:**

* Experience in providing financial support.
* Experience in using Sage accountancy and payroll software
* Able to provide excellent customer service to internal and external customers.
* Able to handle a wide range of activities and prioritise them effectively.
* Experience of Meetings administration and effective Minute-taking skills.
* Able to use own initiative to make effective decisions.
* Enthusiastic approach and demonstrable commitment to using technology.
* Ableto use a comprehensive range of IT software (Microsoft Office and Sage accountancy software) and the willing to learn additional IT skills as and when required.
* Typing skills
* Database skills
* Accuracy and attention to detail, and the ability to work to tight deadlines.
* A good level of numeracy.
* Good literacy and proofreading skills.
* Tact, patience and diplomacy.
* Able to maintain a sensitive and professional approach towards colleagues and service users, mindful of confidentiality and anti-discriminatory practices.
* Flexible approach to working hours.
* Able to work in a community setting.
* Empathy for, and understanding of, Birmingham LGBTs aims, values and objectives.