|  |
| --- |
| **Job Description and Person Specification** |
| **Job Title** | Finance Officer |
| **Salary** | Circa £28,624 depending on experience |
| **Annual Leave** | 26 days per year and bank holidays and statutory holidays.1 additional day of annual leave per year for each full financial year continuously employed by DHI, up to a maximum of 31 days annual leave per year. |
| **Pension** | Contributory pension scheme, where DHI contributes 7% and the employee contributes a minimum 3% of their salary tax free. |
| **Benefits*** Flexible home-working, allowing you to work from home for part of your working week, subject to management approval.
* Life Assurance Cover.
* Mileage allowance of 45p per mile for using your own car for work journeys.
* Cycle to Work scheme that can save you 25-39% on the cost of a bike and cycling accessories.
* Deals and discounts available from DHI’s membership of  [Blue Lightcard Card](http://bluelightcard.co.uk) scheme.
* Access to a confidential 24-hour helpline to support you through life’s challenges.
* Training to help you to do your job well, and a friendly and supportive workplace with a track record for promoting high performing staff.
 |
| **Hours of Work** | 22.5 Hours per week and additional hours as required from time to time.Usual working hours are 9am to 5pm. |
| **Place of Work** | St James’ Parade, Bath and any other location required by DHI.DHI offer flexible working. This means you *may* be able to work at home for part of your working week (to be agreed with your line manager to meet service need). |
| **Travel for Work** | There will be limited requirements to travel. If using a car then you must be willing and legally able to drive and have use of a car that is insured for business use. Public transport is encouraged. |
| **Accountabilities** | Accountable to: Financial DirectorAccountable for: N/A |
| **Purpose of Role** | * Promote social inclusion and independence
* Contribute to the effective and efficient finance function by being responsible for the day-to-day maintenance of financial systems.
 |
| **Financial*** Allocating bank payments and receipts, processing donations and sales & purchase ledger transactions.
* Creating pay runs.
* Creating and updating Customer, Supplier & Expense accounts.
* Ensuring all supplier purchase orders are approved, goods or services have been received and invoices posted accurately in a timely fashion.
* Raising journals to recharge invoices across cost centres.
* Raising supplier invoices, updating Supplier Invoice Register and Sales & Deferred Revenue spreadsheets.
* Creating annual, quarterly, monthly and ad hoc sales invoices.
* Processing expenses in a timely and accurate manner.
* Maintaining the intercompany accounts.
* Completing the month end process by reconciling purchase ledger to control account and preparing the journals for the necessary accruals; preparing monthly deferred income and expenditure journals.
* Monitoring accounts team emails and dealing with customer, supplier and expense queries.
* Managing petty cash and floats, including reconciliation.
* Managing company credit cards, including arranging top ups and reconciliation of monthly statements.

**Monitoring and Administration*** Maintain accurate records and produce reports as required
* To carry out all necessary administration in relation to your work
* To carry out any other duties necessary to the smooth running of the core services function.

**People and Performance*** Participate fully in regular supervision, team meetings, appraisals and learning and development activities.
* Contribute to a positive, collaborative, and person-centred culture and model DHI values in your behaviours.

**Compliance**Understand and adhere to all DHI’s policies and procedures as well as good practice guidelines, legal and regulatory requirements.**Other*** This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry out the role.
* The post holder will be expected to undertake any other duties reasonably requested by their manager and commensurate with the expectations of the role.
 |
| **Skills, Knowledge, Experience, and Behaviours**The most important quality to succeed in this role will be your positive attitude, resilience, and enthusiasm for the work of DHI and your team.**Essential Criteria:**It is also **essential** that you can demonstrate:**Behaviours*** + Belief in and willingness to model DHI values in behaviours, as described in the Behaviour Framework (attached).

**Skills and Qualifications*** + Broad accounting experience, e.g., purchase and sales ledger, journals, cash, trial balance.
	+ Good communication skills, written and verbal.
	+ Ability to plan, prioritise, and organise your own work and time.
	+ Good level of IT literacy (proficient in Word, sending emails and able to input data into systems following training).
	+ AAT, part of full member, or qualified by experience

**Desirable Criteria:** It is **desirable** that you can demonstrate:* + Working in the third sector.
	+ Able to use Sage.
	+ Supporting management reporting.
	+ Assisting with Statutory audits (year end audits)

All the above skills, knowledge, experience, and behaviours will be tested at application and interview. |