



Dear Applicant,

Re: Finance Officer

Thank you for your interest in the above post.

Please find within this pack the following:

- Information for applicants
- Job description and person specification for the post

If you wish to apply for this post, please complete the application form and email to: recruitment@freeva.org.uk

*Please note that CVs will **not** be accepted.*

Closing date for application forms is: Friday, 4th December 2020, 12 noon

Interviews will be held on: Friday, 11th December 2020.

Successful candidates will be contacted and advised of their interview time. Due to limited resources, we regret that we will not be able to contact candidates who are unsuccessful at the short-listing stage.

If at any stage you feel your application has not been dealt with fairly please write to Nicole Fayard, Chair for board of trustees, Freeva PO Box 7675, Leicester, LE1 6XY. Please mark your letter **Private & Confidential**.

We look forward to receiving your application.

Yours faithfully,

Suki Kaur

Chief Executive

Freeva

Advice on filling in the application form

We only interview applicants who meet the criteria for the post. We choose who to see from what you write on your application form. If you follow the advice below you will have the best chance of getting an interview.

We score your application against attributes listed in the Person Specification. So explain carefully how you meet each attribute. For example if skill in report writing is required you could show this by explaining the sort of reports you have written. (it would not be enough just to say 'I am skilled in report writing'). Put yourself in our place and think how you can help us understand the attributes you possess.

Remember we can only give you credit for what you tell us. We can only give you the extra credit due for skills or experience that are particularly relevant if you tell us enough to show that this is the case.

If there is not sufficient space on the form you may attach further information but remember credit is not given for length, only for meeting the criteria.

In listing previous experience please include all work since leaving full time education and explain any gaps in employment (for example voluntary service overseas or bringing up a family).

We may not be familiar with the type of work you have done previously so please explain carefully how it equips you for the job you have applied for.

Almost all jobs require the ability to follow written instructions and most jobs require some skill in written communication. So a form completed fully, clearly and succinctly as instructed is likely to score more highly.

Important Information

- The appointment is subject to obtaining 2 satisfactory references.
- Fee's will be paid monthly in arrears by bank credit transfer.
- Hours will be determined based on the business needs however flexible working arrangements will be considered

Information for Applicants

Please apply using the application form, a CV will not be accepted. You may continue on an extra sheet if you wish but please limit any additional information to two sides of A4 paper.

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live and work in the United Kingdom. Successful applicants will be asked to produce proof of their entitlement to work in the UK.

Successful candidates will also be asked to provide certificates for any qualifications they hold which are relevant to the position.

Successful candidates will also be subject to Disclosure Barring Checks (DBS).

Job title: Finance Officer

Scale: £23,000

Hours: 37 hours per week

Responsible For: No paid staff

Responsible To: Freeva Chief Executive

Main purposes of the post

The Finance Officer is responsible for providing financial support in order to ensure effective, efficient and accurate financial operations.

Main duties

FINANCE

1. Maintain existing financial systems including petty cash, expenses claims, income & expenditure records, process all payments through cash flow and monthly bank reconciliation.
2. Inputting of all accurate payment, supplier, customer and receipt information onto SAGE 50 and other management systems.
3. Preparation and management of all budgets, forecasts and cash flow.
4. Assist with routine requests and correspondence enquiries with regards to finance for both internal and external stakeholders.
5. Log and submit all claims to appropriate funding body (multiple funders) and maintain all relevant paperwork in good order.
6. Provide the Senior Management Team and Trustees with monthly/quarterly/annual financial management reports and attend meetings as and when required.
7. Escalate financial risks and key issues to the Chief Executive/Treasury as and when identified.
8. Assist with project financial related work as required
9. Carry out all general banking duties including production of payment schedules and processing of all payments through telephone/internet banking
10. Prepare all invoices both customer and supplier and liaise regularly with contractors and customers surrounding any queries or chasing up that is required.
11. Prepare all year end work for the independent examination/audit of accounts

12. Ensure adequate controls are in place and financial policies are adhered to.

PAYROLL:

- 1) Maintain payroll records, including details of all starters, leavers, job titles, rates of pay and costs centers.
- 2) Processing monthly payroll for all staff, including dealing with SSP, SMP, P11Ds. Collating payroll information and calculating deductions, analyzing payroll data, payroll reconciliations. Issuing P45s and P60s.
- 3) Ensure all staff receive payslips and complete monthly and annual returns to HMRC.
- 4) Responsibility for the pension scheme online processes; including enrolling new members and reporting any changes as and when required.

OTHER:

- 1) Liaise with external contractors and site visitors in relation to work to be carried out, any day to day office issues and any quotes required.
- 2) Contribute towards the development and implementation of the financial strategy to ensure long term viability of the organisation.
- 3) Maintain an efficient system of stock keeping and reordering in relation to the materials required by Freeva.
- 4) Maintain a booking system for use of Freeva equipment.
- 5) To undertake such other duties as required by the Chief Executive and Treasury from time to time, but which will be consistent with the role.

Person Specification

E = Essential / D = Desirable

	Education/Training	
1	Sage-Financial training (or equivalent)	E
2	An accounting qualification, e.g. Accounting & Administration Technician (AAT) or working towards one	D
	Work Experience	
3	A minimum of three years working with sage 50	E
4	A minimum of three year work experience in book keeping and financial accounting	E
5	A minimum of three year experience in processing payroll	E
6	Working with multiple funding streams	E
7	Compiling, submitting and interpreting financial reports	E
8	Experience of preparing independent examined accounts/Year End accounts	E
9	Experience of preparing financial report, forecasts, cash flows and budgets	E
10	Experience of working for a Charity and/or Limited Company	E
	Personal Attributes	
11	Excellent written communication skills, with the ability to present clear well-structured reports	E
12	Ability to operate with a high degree of confidentiality	E
13	Able to work on own initiative, plan, priorities and work to strict deadlines, to be proactive and to take an organized approach.	E
14	Motivated and enthusiastic	E
15	Ability to work independently and as part of a team towards a common objective	E
16	Ability to keep accurate data, produce statistics, reports and records	E
17	Ability to recognise discrimination, in its various forms, and to take appropriate action	E
18	Committed to the aims and objectives of Freeva	E
	IT SKILLS	

19	A competent user in all aspects of Microsoft Office office, including advanced Excel skills and computerised accounts packages (Sage Line 50/Sage payroll)	E
----	--	---