**Finance Officer job description**

**Job brief**

The Finance Officer will be responsible for budgetary control and management to ensure effective and efficient utilization of resources in line with Government financial management policies and procedures.

**Responsibilities**

* Performing day-to-day book-keeping, including weekly lodgements, analysis of credit/debit payments, petty cash, invoicing.
* Performing monthly bank reconciliations on all accounts.
* Processing monthly payroll for national office.
* Preparing Monthly Management accounts for the Senior Management Team.
* Preparing Quarterly Management accounts for the Board.
* Preparing Annual Accounts, ready for audit.
* Preparing financial reports for funders.
* Providing a financial support function for Branches, including the provision of on-going consultation and support for Branch Committee volunteers, and training and support for Branch Treasurers. The Finance Officer will also be involved in reviewing Branch reaffiliation documentation to evaluate and improve Branch financial sustainability.
* Processing quarterly payroll for all our nationwide Branches, as well as supporting Branches with their end of year Revenue filing requirements (P35s).
* Administering the group insurance policy, including liaising with Branches on their annual insurance requirements.
* Developing, amending and implementing, in consultation with senior management and the Finance Sub-Committee all relevant financial policies and procedures.
* Providing financial administration for DAI events and activities, including fundraising.
* Following established administration and record keeping practices.
* Representing the Association in a positive and professional way, which promotes the vision, mission and strategic priorities of the Association.
* Ensuring confidentiality and professional integrity is upheld at all times.
* Being flexible, adaptable and available to take on other tasks or duties as requested by the Association.

**Requirements**

* Operational experience of SAGE accounts system or equivalent accounting software
* Good Excel skills to export and manipulate SAGE data into reports
* Ability to work flexibly and demonstrate the use of own initiative
* Strong Financial and Accountancy skills
* Knowledge of accepted accounting practices and principles preferably SORP
* Excellent literacy and numeracy skills
* Experience working with email, internet, spreadsheets and word processing
* Enthusiasm, a positive approach and an attention to detail
* Outgoing and confident character able to communicate at all levels
* To promote the work and conduct themselves within the values