**H&F Law Centre - Finance Officer (part-time)**

**Job title:** Finance Officer

**Job type:** Part-time 2 days

**Salary:** £27k pro rata

**Key objectives of the role:**

* To manage, maintain and develop all financial matters for H&F Law Centre
* To liaise with the appointed auditor to complete the annual accounts and audit;
* To prepare financial reports for Management Committee meetings;
* To prepare other financial information as required.

 **Role Outline**

**1. Finance**

* Maintain the accounts and financial records of H&F Law Centre in a correct manner and in accordance with organisational and statutory requirements;
* Process all transactions, payments, income and regulatory returns in a timely and efficient manner and maintain QuickBooks;
* Reconcile the bank accounts, including Client account,, liaise with the bank on BACS payments and manage on-line banking facilities as appropriate;
* Process staff expense claims;
* Credit control. Chase for outstanding payments;
* Deal with all supplier enquiries, answering calls and emails promptly;
* Set up a system to control Disbursements, matching payments to income receipts
* Reconcile Advice Pro to Quickbooks
* Provide timely and accurate information to Payroll provider (assuming outsourced) to ensure staff salaries are paid on the due dates, and that monthly and annual salary information is provided to all staff as appropriate;
* Liaise with statutory authorities on all tax matters, including VAT, PAYE and National Insurance;
* Prepare monthly Management Accounts and a detailed cash flow forecast to ensure that all payments and other obligations are met in full as they fall due;
* Monitor income and expenditure against budgets - liaising with key staff - and meet regularly with other staff and the finance committee to review this;
* Prepare a detailed Annual Budget for approval by the Trustees;
* Manage the processes for making regular claims to HMRC for Gift Aid income and issue letters/emails to donors as appropriate;
* Set up a financial procedures manual for H&F Law Centre, ensure that these procedures are complied with over time and train other staff to follow the financial procedures.

**2. Financial Accounts and Audit**

* Liaise with and prepare information required for the completion of the annual accounts and audit by the appointed auditor;
* Make timely returns of the annual accounts as required by the Charity Commission and Companies House.

**3. Management Committee meetings**

* Prepare and present papers including management accounts, cash flow forecast and budget preparation and monitoring; and any other financial reports as required by the Management Committee.

**4. Other Financial matters**

* Assist H&F Law Centre staff by preparing financial information to support funding applications, and provide financial reporting information which may be required by funders, or in respect of other types of income or payment made to the charity.

Plus any other duties reasonably required.

**Person Specification**

**Essential:**

* Demonstrable knowledge and experience of financial and accounting matters;
* Experience of dealing with auditors and a clear understanding of their requirements;
* Excellent IT skills with extensive experience of working with Excel, Microsoft Office applications and accounting packages (ideally Quickbooks);
* Excellent communication and service skills and an ability to build good working relationships with colleagues and external stakeholders;
* Excellent organisational skills
* A flexible attitude with the aptitude to work well in a team and under pressure; diligent and with an eye for detail.
* Willingness to attend meetings and events outside office hours.

**Desirable:**

* Knowledge and experience of charity accounting (SORP) in a ‘not for profit’ organisation;
* Experience of setting up financial procedures and implementing them with other staff;
* LA experience.