Brent Wandsworth & Westminster Mind

**JOB DESCRIPTION**

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| **Job Title:**  | Finance Officer |
| **Grade & Salary:**  | SP24-£25,525 |
| **Hours of work:** | 30 hours |
| **Line Management Reports:**  | 0 |
| **Accountable to:** | Management Accountant |
| **Functional Responsibility:**  | Financial administration and record keeping |
| **Job Purpose:** | To provide an accurate and efficient processing of financial data to enable the finance function to work smoothly for all areas of BWWMIND and to provide general administrative capacity as required across BWWMIND. |
| **Based at:** | Hopkinson House, 6 Osbert Street, London  |

**Main Responsibilities**

* To open post and distribute invoices to the budget holders for authorization
* To be responsible for checking coding on invoices and posting transactions relating to the purchase ledger and the sales ledger in accordance with finance procedures and timescales

Processing Supplier payments including writing cheques, running Bacs, processing DD, monitoring payment terms.

* To input data onto computerised databases; perform routine calculations to produce analyses and reports as requested by the manager.

Raising and processing sales invoices to the Sage Accounts system.

* To help reconciling company bank accounts.

To prepare and run the Community Befrienders for payroll on a monthly basis.

To prepare monthly accruals schedules for the month end work for the management account purposes.

To be responsible for bankline tasks- online banking.

* To assist the Management Accountant with inputting of month end journals onto computerising accounting system
* To process petty cash claims, prepare reconciliations of the petty cash account and investigate discrepancies
* To help with perform credit control procedure
* To process cash rent and prepare housing benefits schedule into Sage Line 50 and WRAPP Housing Accounts Software.
* To support the preparatory work for the year end accounts and the annual audit as required
* To answer the finance telephone, deal with enquiries and take messages
* To assist with administration and filing
* To cover for other members of the team as required
* To provide administrative support to the organisation more widely as directed by the line manager including but not limited to: reception cover, filing, data processing and servicing meetings.
* Any other duties commensurate with the grade

**PERSON SPECIFICATION**

**Essential**

* To be trained, or training towards the final stage of AAT Technician qualification or equivalent
* To have experience of working in an accounts office, or equivalent
* Intermediate level MS Office skills (particularly Excel)
* To have good numeracy skills and high accuracy
* To have strong oral and written communication skills
* To be able to follow instructions, manage time, workload and work with a high degree of accuracy
* To have a flexible approach to working, and be able to reprioritise in accordance with a changing workload and deadlines
* To be honest, reliable and trustworthy
* A commitment to equal opportunities

**Desirable**

* To have experience of working with Sage Line 50 accounts and Sage Payroll
* Understanding of petty cash and imprest system
* Experience of debt chasing and credit control
* An interest in the voluntary sector and mental health