

Job Title	Finance Officer (Income)
Report to	Head of Finance
Responsible for	None
Hours of Work	37.5 hours per week
Salary	£22,000 to £24,000 depending on experience.
Location	Boldmere Head Office
Contract Type	Permanent

Job Purpose
<p>The purpose of this position is to support the Head of Finance with the day-to-day financial tasks that are required to ensure that the needs of Age Concern Birmingham and Jubilee Citizens UK are met by the finance team.</p> <p>This is a key position which requires a strong ability to multi-task, the ability to liaise with all staff within the charities as required.</p> <p>To manage time and resources effectively and be able to problem solve independently and adapt to change as the charity promotes an environment of continuous improvement.</p>

Essential Duties/Responsibilities:
<p>Finance Duties</p> <ol style="list-style-type: none"> 1. Be responsible for maintaining the Sales Ledgers in the finance system for each charity. 2. Prepare client invoices for attendance at Day centres, liaising with Day Care staff to resolve any queries from clients. 3. Prepare client invoices for hours of support/care given on timesheets for extra care schemes. 4. Raise invoices for funders as required keeping up to date of new contracts to ensure all income is invoiced in a timely manner. 5. Be responsible for Credit Control for client and company debtors. Liaising with the relevant manager regarding unpaid debtor accounts. 6. Prepare other regular and ad hoc invoices as required. 7. Prepare the Direct Debit uploads for clients. 8. Monitor any income received and update the income and grants register and the income tracker spreadsheets as required. 9. Review all bank accounts and post any bank receipts for income to the finance system. 10. Assist with bank reconciliations. 11. Check charity shop and Communita Café till returns and post to the finance system. Liaise with shop and café staff regarding any discrepancies. 12. Liaise with the admin team to ensure that any cash and cheques received are banked on a weekly basis by the organisation. 13. Post weekly banking to the finance system. 14. Liaising with charity shop staff regarding gift aid donations. Prepare and submit gift aid claims. 15. Assist in the production of regular financial reports for budget holders and provide financial information to senior managers on a regular and ad hoc basis as required.

16. Support with year end and annual audit.

General Administration

17. Review finance inbox and action as required.

18. Undertake any other duties that might be necessary and are consistent with this post

19. To promote a positive image of the charities at all times and to establish a professional and confidential working relationship with all staff

20. To comply with Health and Safety arrangements within all places of work and to act in accordance with the Charity Health and Safety Policy and Procedures

21. To work at all times within the Values and Mission Statements and the Diversity and Equality Policy of the Charity together with all other agreed policies and procedures of the organisation, and to ensure that this applies to all other staff and volunteers

22. Taking and responding to phone calls

23. Any other tasks as required.

Skills & Qualifications:

Information Technology

To possess a sound knowledge of IT programmes, in particular Microsoft Office; SAGE line 50 or a similar accounting program; Sage Payroll or a similar payroll system.

Financial

- To have a high standard of efficiency and accuracy
- To be able to understand and monitor budgets.
- To be able to reconcile detailed accounts.

General

To understand the need for confidentiality at all times in all matters pertaining to the organisation

To have excellent communication skills, orally and in writing

To be able to negotiate priorities and to be time effective, using systems and techniques to plan and schedule work

*This is a description of the job as it is at present. It does not form part of the contract of employment.
Job Definitions are regularly reviewed and altered when necessary in conjunction with the post holder.*

Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:

Promoting good practice and prevention of harm and abuse

To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported.

Person Specification
Finance Officer (Income)

<i>FACTORS</i>	ESSENTIAL	DESIRABLE
<p>Skills, Knowledge, Abilities</p> <ul style="list-style-type: none"> ▪ Good IT skills including the use of spreadsheets and accountancy software. ▪ Excellent communication skills, orally and in writing ▪ Ability to work to a high standard of accuracy and presentation. ▪ Ability to deal with a wide variety of tasks during the course of a day. ▪ Knowledge and understanding of confidentiality and data protection issues ▪ Awareness of Diversity & Equality 	<ul style="list-style-type: none"> * * * * * * 	
<p>Experience</p> <ul style="list-style-type: none"> ▪ Experience of working in a busy office environment ▪ Experience of working in a charity and charity finances. ▪ Book-keeping experience ▪ Experience of setting up and maintaining filing and retrieval systems ▪ Experience in operating Email and Internet facilities ▪ Experience of record-keeping ▪ Experience of computer accounting ▪ Experience of using Sage Line 50 software or similar ▪ Experience of Payroll processing and current legislation 	<ul style="list-style-type: none"> * * * * * * * * * 	<ul style="list-style-type: none"> *
<p>Education and Qualifications</p> <ul style="list-style-type: none"> ▪ Good overall standard of education ▪ Relevant book-keeping or accountancy qualification ▪ Willingness to continue professional development. 	<ul style="list-style-type: none"> * * * 	
<p>Personal Characteristics</p> <ul style="list-style-type: none"> ▪ Ability to work as a member of a team. ▪ Ability to work flexibly in a changing environment. ▪ Sensitive to the needs of older people and the work of ACB & JCUK ▪ Able to work on own initiative. 	<ul style="list-style-type: none"> * * * * 	