



At the Heart of Our Community

Finance Officer

Part Time (28 hours per week)

Hybrid working (Gosport office/home working)

Salary scale: £21,938 £29,382 (FTE)

Excellent Terms and Conditions

Closing date: Friday 4th February, 1700

Interviews: Week commencing 7th February 2022

Reporting to: Chief Executive Officer (CEO)

Job Purpose:

Gosport Voluntary Action (GVA) is recruiting a Finance Officer to oversee our day-to-day financial processes and accounting. This is crucial role that will work closely with all members of our small team and is a fantastic opportunity for an enthusiastic, motivated and skilled individual to take on a flexible role. This person will also oversee the HR functions

You will be based at Martin Snape House in Gosport or will work from home by agreement.

ROLE AND RESPONSIBILITIES

The Finance Officer's key responsibilities will include:

- Performing all day-to-day bookkeeping duties, updating the bank feed and reconciliations, maintaining our accounts system (Xero), providing regular reporting to the CEO and Treasurer.
- Managing the Finance Assistant to maintain all necessary accounting records including invoices, expenses, payments and transactions.
- Managing core ledgers and processing transactions.

- Producing invoices and ensuring all bills and expenses are paid and accounted for.
- Preparing calculations of accruals and prepayments.
- Reporting on accounts payable and receivable, and follow up on payments and collections.
- Producing month end information for our external payroll providers, and internal allocations.
- Preparing monthly reports, comparing actual income and expenditure to budget.
- Helping to set and monitor project budgets.
- Completing Gift Aid and other reports, including assisting in the submission of annual return to the Charity Commission.
- Ensuring any capital assets are correctly recorded, valued, depreciated and reported.
- Managing Bank Accounts to maintain sufficient signatories, online access and payment capability.
- Supporting the CEO with the HR database and overseeing the Breathe HR systems. In particular managing time logs, creating pro rata adjustments, managing expense payments and reconciling with finance systems as required.
- Supporting the Treasurer and our external auditors with their enquiries, and helping produce our annual report and accounts.
- Training, support and line management for Finance Assistant as well as finance support/guidance for Homeserve Team and Management Team.
- Assisting with the correspondence with funders and the administration of funds received, including maintenance of records.
- Collaborating closely with colleagues to support them with financial matters, including troubleshooting payments and donations.

PERSON SPECIFICATION

Essential:

- Experience of working in a Finance Team with a strong understanding of finance systems and accounting processes.
- Hold or working towards AAT qualification and/or equivalent experience. Good practical knowledge of Xero and advanced Excel skills

- Be comfortable with the financial systems and processes within a small organisation, including financial monitoring and reporting to a range of different funding sources.
- Experienced in managing project finances and reporting outcomes.
- Excellent organisational and administrative skills and a proven ability to manage competing priorities.
- Excellent communication skills and ability to work in a team as well as on your own

Desirable:

- Experience of Breathe HR software
- Experience of working in the charity sector.

This job description is not exhaustive and other responsibilities may be agreed as appropriate. Some travel within Hampshire is likely in the future and to attend occasional meetings.