

JOB PROFILE

JOB TITLE FINANCE OFFICER	JOB NO: 529	LOCATION Covent Garden, London	SALARY RANGE Around £28,000 pa
Reports to: HEAD OF FINANCE	Relationships: Internal: Office Operations team, Directors, Campaigners, local and sectoral hubs External: Suppliers		
Overview of Role To contribute to the effectiveness of the Campaign by providing efficient support to the finance function.			
Purpose of job To assist the Company Secretary and Finance Manager in the maintenance of accurate accounts and when necessary to support the general administration functions.			
Key result areas	Measures of success	Skills and experience	Core Competencies
<ul style="list-style-type: none"> • Raise purchase orders. • Record, code and circulate invoices & expense claims. • Prepare weekly BACS and cheque payment runs. • Generate invoices and bank any receipts. • Monthly debtor and creditor reporting, dealing with supplier and staff queries. • Reallocation of monthly costs and inputting of journals. • Carry out weekly bank reconciliations. • Submit correct and timely information to the payroll service. • Help to ensure that financial procedures are adhered to. • Assist with budgeting and preparation of month end reports. • Help the Resources team with general administration when required. 	<ul style="list-style-type: none"> • Timely payment of invoices • Deadlines met • Team work • Confidentiality maintained • Internal financial procedures adhered to • Good numerical, verbal & written communication skills • Good systems implemented & kept up to date 	<ul style="list-style-type: none"> • Experience of book-keeping/record keeping in a not for profit organisation • Understanding of financial systems & accounting requirements • Knowledge of QuickBooks • Good IT skills especially Excel and Word • Self-motivated • Good organisational abilities • Accurate with attention to detail 	<ul style="list-style-type: none"> • Can do attitude • Relationship management • Self-starter • Passion and commitment to the Campaign • Teamwork Campaign Values <ul style="list-style-type: none"> • Leadership • Energy • Bravery • Results focused • Sharing

Prepared by: MS

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