



## IRISH CHAPLAINCY JOB DESCRIPTION

**Job Title:** Finance Officer

**Place:** At least some of the hours can be worked remotely. Office space will be available in the Camden office of the Irish Chaplaincy,

**Responsible to:** CEO

**Salary:** £ 4,582.67 per annum

**Working Hours:** 20 per month

### **Main Purpose of Job**

Oversight of all aspects of the finance of Irish Chaplaincy: including pay roll, payment of bills, and the preparation of regular management accounts and the annual budget.

### **Main Duties and Tasks**

#### **1. Oversight of Finance**

- A. Organising monthly payroll.
- B. Processing receipts (Cash, cheque, online, BACS) and payments in a timely manner, and ensure good keeping of records.
- C. Preparing reconciliations - bank, credit card and balance sheet.
- D. Preparation and presentation of finance reports to the Board of Trustees.
- E. Assisting with preparation of Statutory Accounts.
- F. Preparation and submission of expense and Gift Aid claims.
- G. Preparation of Annual Budget, in collaboration with CEO.
- H. Assisting with any audits that need to be carried out.
- I. Liaison with bank when necessary.
- J. Maintaining the monthly balance sheet reconciliations.
- K. Liaison with external stakeholders to resolve any outstanding queries.

- L. Ensuring that all transactions are entered promptly and accurately in the accounting system.
- M. Provision of any financial information or forecasts that may be needed.

## **2. General**

A To undertake relevant training as necessary to enhance personal skills and professional development in consultation with your line manager.

B To comply with, and participate in, the development of Irish Chaplaincy's policies, procedures and practices.

C To undertake other duties commensurate with the post to ensure the effective delivery of the service.

Job description approval date: November 20th 2017

Approved by: CEO



PERSON SPECIFICATION: Finance Officer

**SKILLS AND COMPETENCE:**

**Essential:**

1. Extensive, recent experience working with payroll, cash, income, bank payments and bank reconciliation.
2. Experience of Quickbooks or a similar accounting package.
3. Good planning, communication and organisational skills, including good time management, and ability to work independently.
4. Experience of producing and presenting financial reports.
5. Practical experience of bank and balance sheet reconciliations.
6. Ability to work to deadlines.
7. Excellent level of IT literacy, including MS Excel and Word
8. Good attention to detail.

**OTHER DEMANDS OF THE ROLE:** The post will involve attendance at Trustee meetings in Camden (normally quarterly).

*This Job Profile is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification. It may be varied from time to time in the light of strategic developments and following discussion with the post holder. The post holder*

*will be expected to work to agreed objectives in accordance with a performance review process.*

Person specification approved date: November 20<sup>th</sup> 2017

Approved by: CEO

Revision history: None