

Role Outline: Finance Officer

Ambition for KeyRing

A welcoming world with communities that celebrate the skills and talents of everybody.

Strategic Plan : <https://vimeo.com/451462714>

Accountable to:

Finance Manager

Finance team

Accountable for:

Providing quality support to the finance manager to deliver a robust internal financial service to the organisation.

What you do:

Transaction Processing

- Maintaining the general ledger and preparing all monthly balance sheet reconciliations.
- Assisting with the production of the monthly management accounts. This includes accruals, prepayments, journals, variance analysis etc.
- Monthly payroll processing including HMRC & pension submissions
- Providing financial information for the Finance Manager to assist in budget preparation, monitoring, forecasting, and controlling expenditures.
- Making allocations of overhead costs and direct costs for relevant projects at month-end
- Working with the Finance Manager to develop processes and controls to ensure a high level of accuracy in qualitative information that supports effective functional operation and achievement of finance and business goals.
- Perform other transactional accounting duties when required.
- Effectively managing key stakeholders across the charity

Reporting

- Assisting with the producing accurate financial reports to specific deadlines
- Assisting with the production of annual financial statements
- Assisting with the preparation of annual budgets and quarterly forecasts
- Providing a monthly explanation of any income variance.

Other

- Liaising with budget holders and point of access for finance queries from all members of the operation team.
- Collation of year-end information for the annual accounts and liaising with external auditors

KeyRing

... We're Life Changing

- Conducting reviews and evaluations for cost reduction opportunities
- Reviewing procedures alongside the Finance Manager to ensure all aspects of Finance are carried out efficiently and in line with the needs of the charity
- Comply with all policies and procedures of the charity
- Covering for other finance staff in their absence
- Supporting the Finance manager to compile costings for new and existing services.
- Undertake other duties not outlined above which are commensurate with a role of this nature and which have been discussed and agreed with the line manager.

You will have: (See person Specification)

How you contribute:

- Acting in a professional manner, and communicating effectively with a wide range of people
- Being an effective team member, co-operating with colleagues and volunteers in the best interests of KeyRing.
- Complying with legislation and adhering to policies and procedures as instructed.
- Being culturally aware.
- Promoting equality and diversity in all you do.
- Working in a flexible way that meets the needs of the KeyRing.
- Sharing expertise and learning from others.
- Actively participating in your personal and professional development.
- You will demonstrate the KeyRing ERIC values in all your work.
- You will implement the Equity and Diversity policy in your day-to-day work and celebrate inclusion.
- You will share good practice and celebrate others' successes.

KeyRing People believe in ERIC:

Values we Live by:

Equality

Rights and Respect

Inclusion and Influence

Change

How we behave

Enable, Empower, Establish Trust

Respond, Review and Reflect

Improve, Innovate, Inspire and Involve

Challenge the status Quo, Connect People and Coach