

Job Description

CHARITY FINANCE OFFICER UNISON There for You

Grade: 3

Hours: 21

Location: UNISON National Centre, 130 Euston Road, London NW1 2AY

Accountability: The Finance Officer is line managed by the Head of UNISON Welfare

Size of organisation: Total annual income £1 million+. Net assets £7 million+

Overview of role

The Finance Officer is responsible for the smooth running of all aspects of the financial management of UNISON Welfare. The purpose of this post is to:

- Provide sound financial advice to the Head of UNISON Welfare, Board of Trustees and others.
- Provide a high quality and effective financial management service to the charity
- Prepare, develop and analyse management accounting information
- Ensure compliance with all relevant financial statutory and regulatory matters.

Key tasks and responsibilities

FINANCIAL MANAGEMENT

Budgets

- Prepare and update annual income and expenditure budget in consultation with the Head of Welfare and other officers.
- Monitor the budget against actual and in relation to approved expenditure and to take up any major variations in budget expenditure through the Head of UNISON Welfare budgets and reconcile any differences.
- Involvement in strategic and business planning projections with the Head of UNISON Welfare and other officers.

Accountancy and Bookkeeping Systems

Maintenance of all accounting records on an ongoing basis to include:

- Manage all income and expenditure processing
- Maintain and improve bookkeeping and accountancy systems (both computerised and manual) including:
 - Bank reconciliations
 - Cash management
 - Income and grant analysis
 - Bank receipts and payments
 - Purchase approval and recording processes

Reports

Produce regular management information so that key officers and trustees know how well the charity is performing against its budget. To include:

- Prepare the statutory accounts of the year-end audit and liaison with auditors
- Provide regular monthly management financial information (including management accounts and cash flow forecasts) for the Head of Welfare
- Quarterly financial reports for the Board of Trustees including detailed analysis of income and expenditure
- Reports on individual activities including Lottery and grants

- Reports on and monitoring of loans, recovery of and correspondence with debtors.
- Filing Annual Return to Charity Commission and Gambling Commission

Bank and Treasury Management

- Treasury management in connection with cash and investments held by the charity.
- Manage cash flow to ensure that the level of interest received is as high as possible and that bank charges are kept to a minimum.

Fundraising

- Ensure that the most tax-efficient solution is applied to fundraising income through gift aid and other schemes.
- Assisting with applications for funding ensuring that all grants, sponsorship and donations are paid on time and the financial conditions met
- Maintain banking records for Interact of Change and ensure correct allocation of funds to participating charities.
- Maintain records and ensure compliance with Gambling Commission requirements in relation to the lottery.

COMMUNICATION & CO-ORDINATION

- Ensure the efficient circulation of financial information as needed including that required from external advisers e.g. Investment Fund Managers, auditors etc
- Liaise with and advise the Head of UNISON Welfare and others as appropriate on all financial matters.
- Liaise with and maintain a good working relationship with bankers, investment managers, auditors, Lottery managers and UNISON Finance.
- Attend Trustee meetings as required to provide information and analysis.

PROFESSIONAL/TECHNICAL

- Keep up to date with financial developments across the sector, changes in requirements for charity reporting and changes in legislation
- Maintain and monitor the Internal Financial Procedures policy document and make recommendations on best practice, good governance, policies and procedures and implementing same.

ADMINISTRATION

- Undertake all finance related administrative tasks ensuring orderly filling of electronic (Sharepoint) and paper documents.

OTHER

- Contribute to the Risk Register on financial matters
- Keep abreast of current legislation and practices also, best practices with peer organisations and preparing reports and recommending procedures for UNISON Welfare.
- Work closely with the Head of UNISON Welfare and other colleagues as part of a mutually supportive team.
- To carry out other duties appropriate to the post as requested by the Head of UNISON Welfare.
- Work with the Head of UNISON Welfare and other team members to develop effective management systems and working practices that make best use of human and financial resources.
- To comply and carry out duties with regard to all policies and procedures of the organisations.

**PERSON SPECIFICATION
FINANCE OFFICER**

UNISON Welfare is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexually, disablement or age (up to 66). The person specification is designed to help members of the interviewing panel judge the qualities of the interviewees in a systematic and consistent way, in accordance with UNISON's equal opportunities policy. It is given to all job applicants of information.

Assessment code:

A= application

I = interview

ST = skills test

Specialist accounting and Technical skills	Qualified, for example ACA, ACMA, CIPFA, CIMA, DoChM	A/I
	Thorough practical up-to-date understanding of management accounting principles and techniques.	A/I
	Experience and understanding of: <ul style="list-style-type: none"> • Production of annual statutory accounts including year-end investments reconciliation. • Charity accounting and SORP • Production of management accounts and financial reports and analysis. 	A/I/ST
	Experience of monitoring investments and cash management in a non-profit environment.	A/I
	Experience of managing the audit process.	A/I/ST
	Experience of compiling funding application	A/I
Communication & Co-ordination	High degree of communication skills particularly attuned to conveying complex financial concepts to non-financially trained colleagues and volunteers.	A/I
	Used to working in a demanding environment and providing accurate and timely information to a high standard.	A/I
	Keen to work with a hands-on approach. The post-holder will be in sole charge of all transaction processing and accounting.	A/I
	Ability to work without close supervision and meet service standards and targets.	A/I
	Strong organisation skills and able to deal with competing priorities.	A/I

	Excellent analytical skills and ability to think strategically	A/I
Information Technology & administration	Experience of computerised accounting and bookkeeping (preferably SAGE) and advanced Excel and a proactive approach to improving systems.	A/I
	Ability to maintain effective systems with limited admin support.	A/I
Sector experience	Must have minimum of 3 years relevant Charity/not for profit experience.	A