



## Finance Officer Job Description

### Survivors' Network Vision

Uniting to confront sexual violence, abuse and harassment so that no one has to face the impacts alone

### Survivors' Network Mission

- Delivering accessible, survivor-centered services across Sussex
- Empowering our communities to stand up against sexual violence, abuse and harassment through education, training and campaigning
- Demonstrating and advocating for intersectional feminist leadership

<b>Job Title</b>	Finance Officer / Bookkeeper
<b>Reports to</b>	Head of Finance
<b>Location</b>	Online working with the option to work from our Brighton Office.
<b>Hours</b>	15 hours a week (can be worked flexibly)
<b>Contract term</b>	Permanent
<b>Pay Scale</b>	£28,685 to £30,016 pro-rata
<b>Date issued</b>	February 2024

### Job Purpose

The post holder will be responsible for maintaining the financial records, administering the day-to-day finances of the organisation and will work alongside the Head of Finance to ensure that effective financial processes and procedures are in place.

The finance officer is also a key support role as this position is the first port of call for staff enquiries around invoicing, payments and expenses.

This job would suit someone who is looking to develop their skills and breadth of experience. The hours for this post allow for a broadening of responsibility in areas of interest.

### Key accountabilities

- Financial processing – Ensuring the accurate and timely recording of all



financial transactions in Xero.

- Processing all invoices, bills and expenses.
- Inputting into monthly management accounts and other financial reporting.

#### **Key Working Relationships**

- Head of Finance
- Office Manager
- Service Managers

#### **Duties and Responsibilities**

##### **Financial processing**

- Process all financial transactions on Xero, allocating to correct accounts and teams.
- Reconcile bank accounts on Xero and to bank statements monthly
- Prepare and send Invoices to funders and training customers
- Pay creditors on time after due authorisation
- Maintaining robust financial records

##### **Financial management**

- Scrutinising costs and looking for effective savings
- Respond to queries from budget holders and provide their monthly reports
- Work with Head of Finance to design and embed financial processes and procedures

##### **Payroll and expenses**

- Reimburse staff expenses
- Respond to staff payroll queries
- Input into monthly payroll in Xero and pay staff (shared with Head of Finance)

##### **Other duties**

- Work alongside the Office Manager in areas such as procurement and the management of Access to Work funding.

## **Person Specification**

<b>Assessment Area</b>	<b>Criteria</b>	<b>Desirable (D)</b>	<b>Method of</b>
------------------------	-----------------	----------------------	------------------

		/ Essential (E)	Assessment (*A,I,T)
<b>Qualifications</b>	Relevant accounting or bookkeeping qualification.  Alternatively qualified by experience.	<b>E</b>	<b>A,I</b>
<b>Role Specific Skills &amp; Experience</b>	Minimum of 3 years experience in a similar role in a similar sized organisation.	<b>E</b>	<b>A,I</b>
	Experience of working in a charity with multiple and complex funding streams.	<b>D</b>	<b>A,I</b>
	Excellent working knowledge of Xero, or similar accountancy package	<b>E</b>	<b>A,I</b>
	Experience of managing Xero where income and expenditure is spread across multiple cost centres.	<b>E</b>	<b>A,I</b>
	Good understanding of payroll processes and experience managing payroll in Xero.	<b>D</b>	<b>T</b>
	Experience in preparing and managing budgets.	<b>D</b>	<b>A,I</b>
<b>General Skills and Professional Behaviours</b>	Methodical, clear and consistent working methods.	<b>E</b>	<b>A,I</b>
	Ability to ensure policies, systems and financial controls are followed and developed when required.	<b>E</b>	<b>A,I</b>
	Ability and confidence to work independently	<b>E</b>	<b>A,I</b>
	Strong organisational skills	<b>E</b>	<b>A,I</b>
	Ability to focus on detail and maintain highly accurate financial records	<b>E</b>	<b>A,I</b>
	Committed to anti-discriminatory practice, equal opportunities and an intersectional understanding of feminism.	<b>E</b>	<b>A,I</b>
	Commitment to the vision, mission and values of Survivors' Network.	<b>E</b>	<b>A,I</b>

\*A Application; I Interview; T Test