



Job description

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| Job title: | Senior Finance Officer |
| Salary: | £28,000 per year |
| Contract type: | Permanent |
| Hours: | 35 hours per week |
| Reports to: | Finance Manager |
| Direct/indirect reports: | 1 direct |

Introduction

One person in seven has poor literacy skills that impact on every area of their life. A child without good reading, writing and communication skills can't succeed at school, and as an adult they could be locked out of the job market. Poverty doubles the likelihood of literacy failure by the age of five.

We are an independent charity dedicated to giving disadvantaged children the literacy skills they need to succeed. We work to improve reading, writing, speaking and listening skills in the UK's poorest communities. Because low literacy is intergenerational, we focus our work on families, young people and children.

We help to transform lives through literacy, working in partnership with the education sector, businesses and community partners. We establish literacy projects in the poorest communities, provide support for schools and campaign to make literacy a priority for politicians and parents. Our research and analysis make us the leading authority on literacy.

We are a rapidly growing organisation, with ambitious plans and amazing staff. We have 25 years' experience of delivering programmes and campaigns to improve the skills and confidence levels of those most in need of literacy support, and work closely with both national and local government, and the voluntary sector. Our funders and partners include high street brands such as McDonald's, WHSmith and Clarks Shoes, and large multinationals such as Pearson, KPMG and PwC. We have our main office in Vauxhall, London, and as well as people working to support our community activity around the country.

As the charity's annual turnover continues to grow, and we increase our sales and membership activity with schools and other organisations, efficient and effective financial processes become increasingly important. This post is responsible for managing day-to-day financial transactions, and providing essential support to the rest of the finance team.

Part 1: Job profile

1.1 Main purpose of job

This role is responsible for maintaining financial ledgers and bank and balance sheet reconciliations, and providing support to the rest of the finance team.

1.2 Position in organisation

This role is part of the finance team, which has a total of five members of staff, and reports directly to the Finance Manager. The postholder will directly line manage the Finance Officer.

1.3 Working contacts

Internal

Close working with the IT and Database Manager and development and trading teams

External

Working with key finance suppliers and contacts, including:

Bank, for management of the account

HMRC, for queries on the return and any inspections

Centrepoint Sage, for system queries and development

Plus, responding to enquiries about invoices, payments or other finance issues

1.4 Qualifications

Working towards an accountancy qualification desirable

Part 2: Key duties and responsibilities

2.1 Financial administration – general

- Undertake bank and other balance sheet reconciliations
- Prepare VAT returns and submit to HMRC
- Prepare Gift Aid claims and submit to HMRC
- Maintain the fixed asset register
- Assist the Finance Manager in the production of management accounts and budgets/forecasts

2.2 Financial administration – income

- Manage sales invoice imports from our CRM to Sage
- Reconcile Sage and the CRM
- Reconcile and administer all income streams on Sage

2.3 Financial administration – expenditure

- Supervise purchase ledger processes

- Manage all payments from the organisation including payroll, HMRC and suppliers

2.4 Accounts preparation

- Assist the Finance Manager in preparing the Financial Statements
- Assist the Finance Manager with the review of charts of accounts to ensure they are fit for purpose

2.5 System development

- Work with the Finance Manager to improve and implement financial systems
- Ensure that the financial system integrates / reconciles with the CRM system
- Assist the Finance Manager to establish and embed the proper financial controls and procedures to ensure the appropriate approvals and segregation of duties

2.6 General responsibilities

- Line manage one staff member, ensuring they work effectively and that any training needs are met
- Liaise with staff and support teams across the organisation
- Be proactive in keeping up-to-date with developments affecting your work

The postholder may also be required to undertake other activities as deemed appropriate by their line manager or the Director, and to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Part 3: Person specification

3.1 Skills

- Proficiency in using Excel and databases
- Excellent attention to detail
- Ability to work as a proactive team member
- Excellent communication skills
- Ability to work independently and problem solve
- Able to work under pressure and manage deadlines

3.2 Knowledge

- Up-to-date knowledge of charity finance
- Issues facing charities in relation to VAT
- Basic knowledge of Gift Aid

3.3 Essential experience

- Experience working in voluntary sector financial administration
- Sales and purchase ledger, banking and reconciliations
- Preparing VAT returns
- Preparing Gift Aid claims
- Preparing schedules for audit
- Using Sage financial accounts system or similar accounting software

3.3.1 Desirable experience

- Experience using CRM systems

3.4 Other

- Working towards an accountancy qualification
- Commitment to equality and diversity
- Clear interest in literacy and social justice issues

Part 4: Summary of terms and conditions of service

Location: The postholder will be an employee of the National Literacy Trust. The post is based at the National Literacy Trust, 68 South Lambeth Road, London SW8 1RL.

Probation: This post is subject to a 12-week probationary period.

Notice: This post is subject to a four-week notice period.

Annual leave: The annual leave entitlement is 28 days per year pro rata, plus public holidays. In addition, our office is closed from Christmas Day to New Year's Day inclusive and you are not expected to put any of your leave allowance aside to cover this.

Pension: The National Literacy Trust will contribute 8% of annual salary for those who qualify for our group pension plan.

Expenses: The role may require travel within the UK. Out-of-pocket expenses will be paid when incurred in accordance with our expenses policy.

Safeguarding: The postholder will adhere to the National Literacy Trust's safeguarding policy for children, young people and vulnerable adults.