

The following information is provided to help staff joining the Karmand Community Centre to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted.

1. Whilst every endeavor has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used, in which case all the usual associated routines are naturally included in the job description.
2. Officers should not refuse to undertake work which is not specified on this pro-forma but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Karmand Community Centre is an Equal Opportunities employer

Job Title:	Finance Officer
Reference no:	KCC 122
Responsible to:	Project Director
Conditions of service:	37 hours per week 25 days annual leave per annum plus Public holidays Fixed term contract up to end June 2022 may be extended subject to funding]
Salary:	£23,000 - £25,500 per annum
Location:	Karmand Community Centre Barkerend Road Bradford BD3 9EP
Main working contacts:	Project Director, Staff Team of Integration Project, Board Chair and Board members
Closing date:	
Interview dates:	
Requirement	Management requires that the following checks be carried out as part of the recruitment process e.g. CRB, Warner Process.

### **Purpose of the post**

To support the Centre manager in delivering proper financial management of Karmand Community Centre. In particular, to be responsible for the management of accounting functions, payroll, budgeting, year-end accounts and funders reporting for EU funded project. The post holder would support team members in fulfilling their budgetary and financial management responsibilities and to ensure the integrity of financial activities and financial records

## **JOB DESCRIPTION**

### **Scope of Job**

1. Financial and Management Accounting of Integration Project
2. Financial Systems & Information
3. Support to Integration Staff Team
4. Funds & Cash Management
5. Payroll Management
6. Budgeting and Project Planning
7. Team working

### **1. Financial and Management Accounting**

1. Undertake the day-to-day input of transactions onto the accounting system and the maintenance of financial records including the inputting and completion of postings to meet the month end timetable.
2. Oversee the banking to the schedules of cash. Review and check petty cash reimbursements.
3. Ensure that all nominal ledger control accounts are reconciled monthly, follow up and investigate any queries or differences and authorise any resulting journal entries.
4. Prepare monthly management accounts for review by the Centre Manager.
5. Oversee the preparation of quarterly Integration Project report for Management Committee meetings and supporting schedules for the Centre manager.
6. Maintain and update the fixed assets register.
7. Prepare statutory accounts and audit schedules in conjunction with the Treasurer and Centre manager; liaise with the auditors during the audit as required.

### **2. Support to Staff Team**

1. Assist team members of Integration Project in setting up systems to meet their financial responsibilities and compliance with the accounting and reporting requirements of funders. Provide support, advice and information as required
2. Assist team with preparing and monitoring their annual budgets. Ensure that revisions to the budget are put in place.
3. Review monthly management accounts and quarterly projections to yearend with managers and ascertain reasons for variances; and make amendments as required.

### **3. Budgeting and Project Planning**

1. Assist team in preparing budgets for funding applications and project proposals.
2. Meet with project leads to review the terms and conditions, agree respective responsibilities, cost centres and account codes required to meet the reporting requirements of all new grants.
3. Prepare grant claims and financial reports in conjunction with managers ensuring that progress reports reflect outputs in line with project plan and expenditure to date.
4. Ensure that claims and reports are submitted according to the deadlines set by funders. Correspond with funders to address any queries that arise.
5. Liaise with project leads to ensure that all grants approved are properly identified and accounted for.
6. Ensure that the grants ledger is kept up to date and reconciled with the nominal ledger.
7. Ascertain the payment schedules for all grants receivable and update the cash flow forecast.

8. Regularly review the grants ledger to ensure that grant installments are received in accordance with the terms of all grants and liaise with funders to chase up outstanding grants.
9. Prepare audit schedules and grant expenditure statements and liaise with the auditors during grant audits.

#### **4. Team Working**

1. Work co-operatively with partners across Transpennine other members of Karmand Community Centre's team to deliver agreed objectives.
2. Attend and participate in partnership meetings, including staff meetings, as required.
3. Attend relevant meetings and provide regular briefings and work reports to the Project Director and be administratively self-servicing.
4. Attend training as necessary in order to meet changing needs, new technology developments and service requirements.
5. Positively represent and promote the Karmand Community Centre as an organisation to external agencies.
6. Ensure that the employing body and Karmand Community Centre's Equal Opportunities, health and safety, financial and other policies and procedures are followed through in practice.
7. To ensure confidentiality on all appropriate matters, and recognize that any breach of this confidentiality will be treated seriously.
8. Undertake any other tasks that are appropriate to the post and which reflect the needs of the organisation, to be negotiated by the post holder, and Centre Manager

## PERSONNEL SPECIFICATION

**Post Title:** Finance Officer

**Post Reference:** KCC 122

<b>Summary of Job</b>			
<p>To provide support to the Centre manager in delivering proper financial management of Karmand Community Centre. In particular, to be responsible for the management of accounting functions, payroll, budgeting, year-end accounts and funders reporting. The post holder would support team members in fulfilling their budgetary and financial management responsibilities and to ensure the integrity of financial activities and financial records</p>			
<p>Karmand Community Centre is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to its Services.</p>			
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
<u>Experience</u>	<ul style="list-style-type: none"> <li>At least two years relevant working experience in a responsible position</li> <li>Experience of initiating, planning and developing areas of work.</li> <li>An understanding of the voluntary and community sector, the context in which it works and its value base</li> </ul>	Experience of using spreadsheets, database systems	Application form interview
<u>Qualifications</u>	<ul style="list-style-type: none"> <li>A qualified accountant (or working towards), financial degree or equivalent</li> <li>Good IT, written and verbal communication skills</li> </ul>	RSA II word processing or equivalent	Application form Certificates Test
<u>Training</u>	Prepared to undergo further development as operational needs require.	Office skills training	Application form Interview
<u>Special Knowledge</u>	Proficiency in use of computer software for management accounts, spreadsheet analysis and payroll systems	Knowledge and practical experience of the Charity SORP, the requirements of the Charities Acts and the Charity Commission.	Application form Interview Test

<u>Circumstances</u> <u>Personal</u>	Must be eligible to work in the UK. Prepared to work unsocial hours according to the needs of the centre.  Able to work outside office hours and weekend when required		Sight of appropriate specified document Application form Interview
<u>Disposition,</u> <u>Adjustment,</u> <u>Attitude</u>	Able to relate to people at all levels in organisations and the community. Ability to respond quickly & effectively to change. Able to accept a high degree of responsibility and accountability for own actions. Self-motivated, reliant, dependable and diplomatic		Application form interview
<u>Practical</u> <u>Intellectual</u> <u>Skills</u>	Demonstrable Financial & Management Accounting experience and skills, particularly preparing of budgets, management accounts, statutory accounts and analysis/interpretation of management information.	Polite and helpful telephone manner	Application form Interview Test references
<u>Physical/</u> <u>Sensory</u>	Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate, under the provision of Disability Discrimination Act 1995		Information supplied by applicant prior to or during the selection process.
<u>Equality</u>	Candidates should indicate an acceptance of and commitment to the principles underlying Karmand Community Centre's Equal Rights policies and practices.		Interview