

Job Title	Finance Officer	Salary Grading:	Occupational Requirements:	Status	Work pattern	DBS Requirement:
Reports to	Finance and Operations Manager	Ministry Support T6.4 - T6T (T6.2 – with no exp/qual)	Active Christian Faith	Permanent	Part-time 20 hours per week	Basic check
Job purpose	To enable the mission of Jesus Christ through providing accurate and consistent administration of inHope's finances.					
Key Responsibilities		Experiences and Qualifications		Job Dimension		
<p>General Financial Duties</p> <ul style="list-style-type: none"> ○ Regular receipt, recording and processing of all donations, including BACS transfers, cheques and cash. ○ Regular banking of cash and cheques. ○ Regular receipt, recording and processing of all invoices, expense forms and other requests for payment. ○ Dealing with supplier enquiries regarding payments outstanding or made. ○ Ensure all petty cash payments and receipts are recorded and processed correctly. ○ Download reports from online giving platforms, CRM system and update accounts system (Xero). ○ Regular Gift Aid claims to HMRC. ○ Regular reconciliation of the bank accounts, with the Finance Manager. <p>Donor Administration</p> <ul style="list-style-type: none"> ○ Ensuring accurate Gift Aid records are held on the database. ○ Assist in ensuring accurate donor records are held. <p>Management Accounting</p> <ul style="list-style-type: none"> ○ Assisting in the preparation of the monthly management accounts and statutory accounts, as required. <p>General Duties</p> <ul style="list-style-type: none"> ○ Assist with general reception duties as appropriate. ○ Christian pastoral care for colleagues within inHope ○ To participate in, and sometimes lead, tasks and other activities that further the ministry of inHope from time-to-time. ○ Represent inHope publically, including participation in public awareness and supporter activities. 		<p>Person Statement</p> <p>An organized and numerate person with a track record of serving others through their finance administration skills and helping the team to be more effective. A detailed person with the ability to concentrate on the task at hand and get it right first time. Has a sense of call to use their skills to serve the mission of the organization.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> ● Maths and English to GCSE Grade C or equivalent (e.g. BTEC L2) and completed their secondary education. ● Experience of accounts administration. ● Ability to plan and prioritize their own workload effectively. ● Planned and organised, able to manage expectations and priorities from different stakeholders. ● Experience of using office packages. ● Experience of using database systems. ● Positive, optimistic and resourceful when dealing with obstacles and change. <p>Desirable</p> <ul style="list-style-type: none"> ● Educated to A Level or equivalent. ● Has or be working towards an AAT certificate or related accountancy qualification. ● Experience of using the Xero accounting software, or similar products. 		<p>Team</p> <p>The Finance and Operations team serves the organisation by working with the other supporting functions and service areas to deliver the overall purposes of the charity. This involves working with the Project Leaders and ministry team members, volunteers and external contracted suppliers</p> <p>Key Relationships</p> <ul style="list-style-type: none"> ● Line managed by the Finance and Operations Manager with regular review meetings to communicate on progress against planned objectives and developments. ● To work with suppliers, building relationships, addressing problems and assisting with their enquiries. ● To work cooperatively with managers, staff and volunteers from across inHope. ● A fully participative member of the staff team attending staff meetings, prayer and worship times and training activities as your work pattern allows. ● To positively engage with appropriate self-development and appropriate external training. ● To build good and supportive working relationships with the whole staff team. 		