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| **Job Description** |

**Job title:** Finance Coordinator

**Office Location:** The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

**Salary:** £27,450 (£16,470 pro rata)

**Pension:** 6% employer contribution

2% employee contribution (minimum)

**Hours:** 21 hours per week

**Contract Type:** Permanent

**Reports to:** Chief Executive

**Line management:** N/a

**About Disability Sheffield**

Disability Sheffield Centre for Independent Living is a ‘not for profit’ pan-impairment organisation driven by disabled people. We deliver responsive, high quality and professional services supporting adults who self-define as disabled people (whether they have a physical disability, a sensory impairment, a mental health condition or learning difficulties).

**Main Purpose of job**

To oversee all day-to-day financial processing and payments, ensuring financial systems and records are accurate, reliable and processed in a timely manner. Supporting the Chief Executive on longer-term financial forecasting and management tasks, including reporting, and assisting budget holders with operational matters as required

**Location**

By default, all our posts are office based. In practice, our team work a mixture of both office based and / or home working, as agreed with their line manager. As a disabled people’s user-led organisation, we are very flexible with working arrangements and all reasonable requests will be approved.

**Main Duties and Responsibilities**

1. To be responsible for accurate financial data input, management and analysis using accounting software and other commercial systems
2. Process all transactions including purchase ledger, sales ledger, nominal ledger, payroll journals, general journals, bank posting and resolving any related issues
3. Monitor and process expenses and co-ordinate the management of company credit cards
4. Co-ordinate cash management and banking within the organisation under the direction of the Chief Executive
5. Lead with payroll processing and pensions and resolving related issues
6. Take a leading role in processing and monitoring income from grants, donations and gift aid claims
7. Reconcile the charities bank and credit card accounts on a monthly basis
8. Support the Chief Executive in the preparation of financial reports, including the annual accounts and reports to the board of trustees
9. Support the Chief Executive with filing reports and notices with Companies House and the Charity Commission in the preparation of related financial information.
10. Support and train Budget Holders and other staff in using financial information, systems and tools
11. Communicate with suppliers and customers to resolve accounting and invoicing queries
12. Undertake any other reasonable duties which fall within the scope of the post as requested

**Person specification**

Each of the following requirements will be assessed collectively from the application form and interview process.

**Essential requirements**

1. Experience of accounts software e.g. SAGE, Zero, QuickBooks
2. Knowledge and experience of using bookkeeping and accounting systems and processes
3. Possess or working towards finance / accounting qualification
4. Good IT skills, including Excel and accounting systems
5. Works to a high level of accuracy and attention to detail
6. The ability to effectively prioritise work tasks, flexibly balance competing demands and work under their own initiative as required
7. Excellent written and oral communication skills and the ability to adapt communication style as appropriate in different situations.
8. A good understanding of data protection, confidentiality and sensitivity issues
9. An understanding and commitment to the importance of equal opportunities, diversity and anti-discriminatory practice, in particular the Disability Rights Movement

**Desirable requirements**

1. Experience of SAGE 50 accounts software
2. Personal experience of disability through self or family.
3. An understanding of the Social Model of disability, the Independent Living Movement, and a commitment to the disability rights movement.