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| **JOB TITLE:** Finance Officer |  |
| **REPORTING To**: Financial Controller |  |
| **RESPONSIBLE FOR:** Finance, accounts, Bookkeeping, reporting, cashflow |  |
| **HOURS:** 30 hrs to 37.5 hrs (Per week) |  |
| **SALARY**: £25K to £28K depends on experience (FTE) |  |
| CONTRACT TYPE: 6 Months Temp to PermContract/Fixed-term part-time/Full -time Contract/ flexi time  |
| **LOCATION:** 33 High Street GPT office - Witney |  |

 **ABOUT GUIDEPOSTS TRUST**

Guideposts is a UK based charity working with people in local communities to help them access the support, opportunities, and skills they need to overcome social challenges, improve their wellbeing and change their lives.

We run a range of services that are focused on helping people to achieve their potential regardless of their circumstances. We connect people together so that they can experience the joy that comes from friendship, activity, learning, purpose, and occupation. We love what we do, and we love seeing people flourish.

Many of the people we support come from the most disadvantaged groups in our society, including children and adults with additional needs and disabilities, people with mental health problems, older people with dementia and other neuro-degenerative conditions, and the families or carers of all these groups. We believe that all people should be equally valued and have an equal chance to live the best life possible, that is why we do what we do.

Together we are the Guideposts community, helping each other to achieve better wellbeing.

**PURPOSE OF ROLE**

Finance Officer

**KEY REPONSIBILITIES**

* Monitoring financial transactions, Account, Cost centre & Fund codes
* Ensuring compliance with accounting standards and regulations
* Monitoring cash flow
* Updating cashflow spreadsheet
* Updating account statements
* Keeping accurate records for all daily transactions
* Processing bills, expenses, etc
* Preparing invoices
* Credit controlling
* Assisting with payroll
* Monthly/One off Supplier payments
* Bank accounts reconciliation

**KEY ACCOUNTABILITIES**

* Carrying out day-to-day financial administration, including recording transactions, processing bills, creating invoices and helping with payroll process
* Liaising with suppliers and customers, building and maintaining relationships and ensuring service levels are met
* Assisting with managing any financial IT systems such as accounting software
* Meet deadlines
* Helping with Audit processes
* Assisting with month-end and year-end procedures
* Assisting financial controller with finance/credit control – Aged debtors/ Creditors report

**KEY COMPETENCIES**

* Strong analytical, numerical, and problem-solving skills, as well as the ability to communicate effectively with different stakeholders
* Problem solving skills
* Teamwork skills

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Experience** | GCSE (Grades A-C) – English and Maths or equivalentAccounting qualification | Degree in Accounting/FinanceAAT level 2 to 4 |
| **Skills/ Training/ Qualifications** | Accurate recording and monitoring of expenditure and financial transactions | Experience in dealing with Stakeholders both face to face and over the telephone/email |
|  | Processing orders, invoices and accounts for payment | Have excellent oral and written communication skills |
|  | Ability to work under pressure and work to deadlines |  |
|  | Be flexible and able to work as part of a team |  |
|  | Demonstrate good working relationships with the whole staff team |  |
| **Personal requirements** | Excellent IT skills to include Word, Excel and e-mail  | Experience using Xero, Dext or Approval- Max |
|  | Experience using financial systems/accounting software |  |

**OTHER DETAILS**

All staff are ambassadors for Guideposts and as such may be required from time to time to assist managers and fundraising in the promotion of Guidepost and its work.

All staff have a responsibility to look after the Health and Safety not only of those people who use our services but for themselves and their colleagues and should follow Guideposts Health and Safety Policy and Procedures.

Guideposts is an Equal Opportunities employer.

This job description is not exhaustive but is provided to assist the post holder to know and understand the main duties of their role.  Responsibilities may be subject to review and may be varied in emphasis depending on operational requirements.  It may be amended from time to time in discussion with the post holder.