

Job Description

Job Title:	Assistant Finance Officer
Location:	YMCA Norfolk Offices in Norwich & Remote Working
Responsible to:	Finance Manager
Job purpose:	To assist the Finance Manager by recording, analysing and reporting financial transactions across the YMCA Norfolk group.

MAIN RESPONSIBILITIES:

Financial Transaction Processing:

- Take responsibility for specific income and expenditure streams as assigned, ensuring timely input to the Sage finance system, and completing reconciliations and other checks as appropriate;
- Review information submitted for processing, assessing propriety and authorisation and liaising with budget holders and other staff to ensure that all financial transactions are valid;
- Maintain knowledge and understanding of financial principles, processes and procedures for each stream assigned;
- Support the Finance Manager in maintaining the detailed financial records for The E-Learning Service Ltd, a subsidiary company;
- Assist the Finance team in moving to a paperless data-recording system;
- Carry out month-end and year-end routines as appropriate to each stream assigned;
- Produce (and support the Finance Manager in the production of) financial reports, both for internal use and for issue to funders, e.g. regular claims for On Track and Barclaycard returns;
- Run reports on financial transactions and balances from the INFORM management information system as required;
- Liaise with managers and administrative staff in operating departments to ensure the recording of financial transactions on any feeder systems such as INFORM, the café systems and the nursery system is complete and accurate and is consistent with the charity's central (Sage) financial records;
- Provide general organisational administrative assistance as required, including the circulation of internal management information to intended recipients in a timely manner.

Finance Team Support:

- Provide cover for Finance Officer responsibilities during times of absence;
- Ensure incoming items via post, email and telephone are dealt with within timeframes agreed at all times;
- Ensure cover is arranged for any time-bound work to be completed during periods of planned absence;
- Undertake other tasks as reasonably requested by the Finance Manager;

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Personal and Professional Development:

- Participate in regular professional line management, annual performance review and attendance at team meetings;
- Take responsibility for own personal and professional development, to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the line manager, to ensure that an effective service is provided;
- The above to include working towards professional qualifications as appropriate;
- Maintain knowledge and keep abreast of change in policy, practice and relevant legislation and inform the Manager of these changes.

Christian Ethos:

- Respect the Christian ethos of the YMCA and uphold its values.

To carry out any other tasks that may be required from time to time in accordance with the post holder's capabilities and the changing working environment.

SCALE

Staff: None

Sites: Norwich will be the primary location but occasional visits to all YMCA Norfolk sites will be required. A degree of home-based or otherwise remote working will be required.

ENVIRONMENT

1. YMCA Norfolk operates on a 24 hour, 365 days per year basis.

In line with other staff, the post holder may need to be contacted in the event of an emergency related to their service area.

2. Unsocial hours

Occasional projects, meetings and social events will require working evenings and weekends.

3. Risk

The post holder works in a normal office environment so the potential risk is assessed as being low.

TERMS AND CONDITIONS

Pay: £9.00 - £9.50 per hour

Hours: 37.5 hours per week preferred, although open to negotiation

Annual Leave: 33 days per annum including bank & public holidays (pro rata)

Pension Entitlement: Access to contributory stakeholder pension scheme after 3 months

Period of Notice Offered and Required: Outside the probationary period, one month's notice on either side.

Conditions of Appointment: Satisfactory medical examination, satisfactory references and satisfactory DBS check.

In Service Training: Time allowed for in-service training, subject to budgetary provision. Expected to include day release and fee support for training towards an appropriate accountancy qualification such as AAT, details to be agreed.

Job Title: Assistant Finance Officer

Responsible to: Finance Manager

PERSON SPECIFICATION

Requirement	Essential	Desirable
Knowledge		
K1 Literate and numerate	✓	
K2 Knowledge of the requirements of a charitable finance function		✓
K3 Knowledge and understanding of the YMCA and its services		✓
Skills		
S1 Good interpersonal skills, sufficient to communicate effectively and build strong working relationships with a wide range of staff and volunteers	✓	
S2 Good written and verbal communication skills	✓	
S3 Very good organisational, planning and time management skills	✓	
S4 Able to work flexibly and productively with minimum supervision	✓	
Aptitude		
A1 Skilled user of MS Excel	✓	
A2 Positive pragmatic approach to problem-solving	✓	
A3 Attention to detail	✓	
Experience		
E1 Experience of working in a finance function		✓
E2 Experience of using Sage 50 Accounts		✓
E3 Experience of the voluntary, charity or housing association sector		✓



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Requirement	Essential	Desirable
Education		
Q1 GCSE or equivalent in Maths and English	✓	
Q2 Working towards an accounting or bookkeeping qualification		✓
Christian Ethos		
V1 In sympathy with the Christian Ethos of the YMCA	✓	
Personal Qualities		
P1 Able to present self and work effectively	✓	
P2 High levels of honesty, integrity and discretion	✓	
P3 Willingness to learn new skills	✓	
P4 Tolerance, patience and ability to deal with competing demands	✓	
Circumstances		
C1 Able and willing to work unsocial hours on occasion		✓
C2 Hold a full driving licence and have own transport		✓
Health		
H1 Able to meet the requirements of the post with or without reasonable adjustment	✓	
Equality and Diversity		
O1 An understanding of equality and diversity	✓	