



Job Description for the role of *Finance Officer*

Reporting to:	Chief Executive
Location:	Grassroots Suicide Prevention, Valley Social Centre, Whitehawk Way, Brighton, BN2 5HE
Salary:	£24,964 pro rata
Hours:	7.5 hours per week (flexible)
Annual leave:	TBC

Vision

Grassroots' vision is that no one will contemplate suicide alone. There will be someone in every community with the skills and confidence to help prevent someone taking their own life.

Mission

Grassroots Suicide Prevention supports communities to prevent suicide, and promote mental wellbeing through an approach that unites training, consultancy and user involvement.

Accountability

- Responsible to: Chief Executive
- Accountable to: Board of Trustees, Staff and Volunteers, Funders, Stakeholders, Donors

Key Objectives:

1. To assist the Chief Executive and staff team in all aspects of the Charities' financial management responsibilities
2. To keep timely and accurate financial records
3. To prepare and manage the monthly payroll
4. To prepare quarterly management accounts and reports as required
5. Support with year-end accounts (in liaison with an independent accountant)
6. Prepare cash flow and forecasting information as and when required

Main Responsibilities:

1. Assist the affairs of the Charity in accordance with its values and objectives, and the general policies and specific decisions of the Board; demonstrating high standards of personal conduct
2. Assist and advise the Chief Executive and Board of Trustees in determining the Charity's financial strategies, policy and business planning
3. Draw the Chief Executive's attention to financial matters that they should consider
4. Ensure that the Chief Executive and Board of Trustees are given timely financial information, relevant advice and analysis to support the CEO, staff and Board with their decision making, as necessary to perform their duties
5. To contribute to strategic and business planning processes and develop annual and three year financial plans and budgets

6. To support the Chief Executive in the development, implementation and delivery of evaluation and monitoring systems for key financial performance indicators and in line with the requirements of funders, stakeholders and the needs of the company
7. To ensure that financial and business systems are compliant with legal and tax requirements
8. Prepare and maintain accurate financial projections, budgets and cash flow records
9. To prepare financial information for funding bids and securing tenders for the delivery of local and national contracts for training delivery and other Grassroots products
10. To keep accurate records of financial activity and report to funders and commissioners as required
11. Prepare quarterly management accounts for the Chief Executive and Board of Trustees
12. Maintain accurate, up-to-date ring-fencing procedures
13. Day to day invoicing, bill payment, inputting tasks, bank and petty cash reconciliation
14. Maintain an electronic and hard copy filing system as required
15. To prepare and manage payroll and HMRC contributions
16. To contribute to reviewing the charity's cost and pricing structures
17. To maintain finance computer back ups
18. To contribute to a positive organisational culture and help build a strong team spirit around the attainment of strategic, social and financial objectives
19. To answer finance emails and phone calls in a professional and productive manner

20. Meet agreed personal objectives and help secure new business in order to achieve the charitable objects of Grassroots
21. Represent the Charity as appropriate
22. To work within all Grassroots policies and procedures and comply with legal obligations with regard to confidentiality and data protection
23. Other tasks as agreed with the Chief Executive and Board of Trustees

Grassroots is a developing charity and the post holder should be aware that their Job Description may evolve to meet the future needs of the Charity.

Person Specification

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Minimum level AAT level 4 	<ul style="list-style-type: none"> • CIMA, ACCA or equivalent qualification
<p>Experience</p> <ul style="list-style-type: none"> • Experience of computerised finance packages and a willingness to consider possible future change over to cloud based accountancy • Minimum of 2 years' experience of charity accounting • Experience in developing and producing financial reports from a computerised accounting system • Experience of developing and managing financial systems and procedures • Experience of payroll preparation • Experience of preparing and monitoring budgets and accounts with multiple income streams • Cash flow, budgeting and forecasting experience • Application of financial analyses to improve commercial outlook and business development • Experience of relevant reporting requirements or ability to develop knowledge • Experience of preparing for and effectively using line management supervision 	<ul style="list-style-type: none"> • Experience of working in a busy office • Experience of using QuickBooks • Preparation of quarterly financial reports
<p>Skills & Abilities</p> <ul style="list-style-type: none"> • Excellent, high level IT skills, including the ability to design and operate complex spreadsheets • Strong written and verbal communication skills • The ability to present financial information in a 	<ul style="list-style-type: none"> • Familiarity with detailed staff (wage) payroll and current pay issues

<p>clear and concise manner to non-financial staff and Board members</p> <ul style="list-style-type: none"> • Good communication and team working skills • Ability to work to tight deadlines • Willingness to undertake personal development essential to the role • Ability to organise and prioritise workload and work under own initiative • Good team player 	
Essential	Desirable
<p>Knowledge</p> <ul style="list-style-type: none"> • Strong operational and technical accounting skills • Some knowledge of the SORP accounting requirements and other specialist accounting requirements of the charity sector and the ability to develop expertise in this area 	
<p>Qualities</p> <ul style="list-style-type: none"> • Exceptional eye for detail and passion for accuracy • A proactive attitude that seeks opportunities to make existing financial processes more efficient and automated over time • Effective problem solver 	<ul style="list-style-type: none"> • An interest in the aims of objectives of Grassroots