



Job Description

Job title:	Finance Officer
Responsible to:	Chief Operating Officer
Contract:	Permanent
Salary:	£25,911 - £27,041 (dependant on experience)
Hours:	Part-time (20-25 hours per week)

Role Description:

CRASAC is an award-winning charity that provides specialist services to support victims and survivors of rape and sexual abuse in Coventry.

We are seeking a Finance Officer to join our CRASAC Business Team. This role will work closely with the Senior Management Team, requiring someone with a desire for detail and accuracy. Reporting to the Chief Operating Officer, you will be responsible for monitoring the day-to-day financial operations within the charity, such as payroll, invoicing and preparing regular financial reports.

The Finance Officer will be responsible for providing comprehensive business support for financial and budget processes. This is a great opportunity for someone with a passion for finances and working with others to make the most out of limited resources. As well as developing and growing our organisation, we aim to grow and develop our workforce, and there is potential to expand this role to meet the various functions and operational requirements within CRASAC.

Key Responsibilities:

- Monitor budgets with understanding of variances and report to senior management.
- Budget forecasting, preparing monthly management accounts, monitoring budgets and monthly/quarterly as well as annual finance reports for managers and external stakeholders.
- Preparation of Year End Accounts
- Bank reconciliations and banking of cheques.
- Using BACS payment system.
- Oversee and participate in all accounting and processing tasks.
- Verifying financial statements and accounts making corrections where necessary.
- Overseeing/reconciling all petty cash.
- General invoicing.
- Handling account queries.
- Credit control; ensuring outstanding balances are paid on time.
- Dealing with payroll/HMRC matters including the administering of pensions and handling the Team's wage queries.
- Understand confidentiality and exercise discretion throughout role at CRASAC
- Attend staff meetings and training as required
- Carry out other duties within the scope of the role, spirit and purpose of the job as part of the Business Team, deemed appropriate by COO.

Person Specification

Experience

- Educated at GCSE Grade C or above in Maths (Or equivalent).
- AAT student / possess AAT qualifications or similar.
- At least 1 years' experience in the Health/Social Care/Voluntary/Community sector.
- At least 2 years' experience of working as a finance officer or finance administrator.
- Effective communicator orally and written.
- Experience of building financial systems.
- Experience of working within a team and able to take a flexible approach when responding to needs of the organisation.
- Supporting and training others to use database systems by verbal and written instruction.
- Meeting targets and key performance indicators and producing quality data management information.

Knowledge

- Numerate with enthusiasm for working with figures and spreadsheets.
- An understanding of the ethos and values of the Voluntary Sector.
- Proficient with ICT, Microsoft 365 Packages (Experienced Excel, Word, Outlook, Teams User)
- Good working knowledge of accounting software.
- Some understanding of sexual violence and its effect on victims and survivors.

Skills

- Excellent analytical & critical thinking skills.
- Able to maintain excellent attention to details and high level of accuracy.
- Outstanding organisational skills.
- Excellent written and verbal communication.
- Ability to prioritise work in a demanding environment and work under pressure.
- Sense of ownership and pride in performance.
- Team player with high level of emotional intelligence.
- Willingness to be flexible and help in any task that furthers the aims of CRASAC.
- Ability to function well in an environment where sensitive/confidential issues are constantly under discussion.

Commitment

- Commitment to CRASAC's mission, vision and values.
- Commitment to equality of opportunity and diversity.

Additional information:

CRASAC is an equal opportunities employer; however please note that this post is targeted at **female applicants only** - the Equality Act 2010 pursuant to Schedule 9, Part 1 applies.

As part of our commitment to safeguarding, the successful applicant will be required to undertake an enhanced disclosure via the DBS.

We would welcome applications from candidates from diverse backgrounds to enable us to better reflect the needs of the communities we serve.

The deadline for applications is 23.59pm, Sunday 4th July 2021. Interviews will take place week commencing the 12th July 2021.