

## Finance & Resource Officer Job Description and Person Specification

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| <b>Job Title:</b>    | Finance & Resource Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Reporting to:</b> | Head of Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Location:</b>     | Spennymoor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Salary</b>        | £28,500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Role purpose:</b> | <p>The purpose of the Finance &amp; Resource Officer is to support the Executive team to ensure the effective day to day running of the charity by providing financial and administrative support.</p> <p>The post holder will lead on the day to day finance operations including, accounting procedures, policies, recording and communication of information; financial, payroll, HR &amp; resources. The post holder will ensure data is accurately recorded, is live &amp; relevant for reporting and that processes and procedures are followed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                      | <p><b>Main Duties</b></p> <ul style="list-style-type: none"> <li>• Work in close partnership with internal and external stakeholders to prepare accurate, timely and comprehensive monthly financial accounts and assist Head of Finance in preparation of reports, evidence, budgets and annual accounts.</li> <li>• Maintain an excellent understanding of the organisations business model; budgets, funders, forecasts and management accounts documentation.</li> <li>• Key point of contact for the finance dept including payroll. Monitor, process and maintain communications. Resolve internal and external queries and billing disputes with suppliers.</li> <li>• Bookkeeping duties such as managing and processing records, reconciliation, payments and invoicing. Monitoring assets and liabilities on the balance sheet and ensuring cash flow.</li> <li>• Adherence to all internal and external policies and procedures, ensuring authorisation processes are fulfilled prior to commitments. Having an excellent understand of processes and ensuring real time data processing.</li> <li>• Participate in training and meetings as required within the organisation, maintaining good relationships, sharing relevant information and continuing personal development.</li> <li>• Maintain an excellent understanding of the organisations twin aims, policies and procedures, how they feed into our vision, missions and values. Influencing our organisations business model and strategies.</li> </ul> |

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|  | <ul style="list-style-type: none"><li>• Undertake any other reasonable tasks on behalf of Citizens Advice County Durham.</li></ul> |
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### **Person Specification**

- Experienced bookkeeper skills with an associated qualification (such as AAT) or relevant experience in a finance role.
- A good understanding of PAYE and statutory requirements.
- Excellent communication skills and ability to develop and maintain relationships internally and externally throughout the organisation.
- Self-motivation, ability to work to own initiative and problem solve with attention to detail while dealing with a range of data.
- Organised, able to work to deadlines and prioritise tasks.
- Strong IT skills with demonstrable knowledge of spreadsheets. Experience of Quickbooks would be advantageous.
- Proven ability to accurately record data and carry out detailed and varied tasks.
- Ability to commit to and work within the aims, principles and policies of the Citizens Advice service.