

Job Description and Person Specification

Finance Officer



POST:	Finance Officer
LOCATION:	Shipley
GRADE:	C1 £24,000 Annual FTE Salary
HOURS:	18.75 hours a week
ACCOUNTABLE TO:	Senior Finance Officer

Purpose of the Job:

Provide day to day administration of the purchase ledger, sales ledger and petty cash accounts, as well as general bookkeeping and administrative tasks, to maintain the efficient running of the Finance Department.

Main Duties

- Purchase ledger system i.e. monitoring against orders and then entering onto system and allocating against funds.
- Sales ledger generating sales invoices from sales requests
- Reconciling and maintaining petty cash and prepaid card controls

Other Duties

- Banking as required
- Bank reconciliation
- General ad hoc finance admin

Values and Behaviours

- Create and maintain a culture of Respect always challenging and rooting out discrimination and stigma.
- Demonstrate a consistent belief in people and tenacity in supporting people to improve their future.
- Be passionate about our work and inspire others to feel the same
- Be committed to doing things well and look for opportunities for improvement at all times.
- Model excellent partnership and team working.

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PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

Knowledge	Method
A relevant qualification, or significant equivalent experience	Application
Some knowledge of the challenges facing people who have difficulties relating to their mental health	Application Assessment
Experience	
Xero software Accounting experience or alternative accounting package experience	Application Test
Currently working in a similar role for several years	Application Assessment
Skills	
Competent in Excel and Word	Assessment
General computer literacy	Assessment
Values	
A firm belief that all people matter and deserve respect	Assessment
An evidenced belief that everyone can change	Assessment
A track record of delivering on your commitments	Assessment
A personal commitment to equality, diversity, and inclusion	Assessment