



LONDON WELSH CENTRE

Finance Officer - Job Description

The London Welsh Centre Finance Officer is an integral part of the Centre team. The Centre has a small team who need to liaise closely to ensure the Centre is pleasant and safe for all users at all times. Compliance with internal processes and procedures, maintaining up to date records and handover information are an essential part of this process.

The Trustees of the London Welsh Centre Trust implement their role as trustees through the setting of direction, policies, governance processes and procedures, including regulatory requirements. The CEO is responsible for the management of the London Welsh Centre and its lines of business & activity in line with these parameters.

The Finance Officer's line manager is the CEO. The CEO will agree job priorities and provide guidance on the Centre operation and processes.

The Finance Officer contributes to many aspects of the life of the Centre, but the primary objective of the Finance Officer's role is to provide professional financial management and reporting for the charity, ensuring the provision of regular accurate financial information to the trustees, CEO and other senior management whilst ensuring compliance with the trust's financial governance. This role will report directly to the CEO with liaison with the Treasurer.

Key Responsibilities

The Finance Officer will be required to manage or undertake a broad range of financial tasks including:

1. Accounting cycle

General

- Ensure correct post procedures are carried out in respect of income received, bills and other finance related communication

Income

- Ensure that all income received whether by post, direct debit, through online giving portals or other methods is correctly receipted, recorded, paid in to the bank where appropriate and input to the accounting system;
- Maintain gift aid records and submit claims on a regular basis

Bank and Cash

- Ensure that all items recorded in the bank accounts are correctly recorded in the accounting system;
- Complete bank reconciliations monthly for each bank account;
- Manage and regularly reconcile petty cash

Expenditure

- Provide timely and accurate information to the payroll provider each month and review the payroll reports and enter the payroll transactions in the accounting system;
- Ensure that all payments (including staff expenses) are supported by appropriate documentation, are authorised at agreed levels and are paid to agreed timescales per current finance policies;
- Carry out a regular review of credit card limits and internal control and monthly enter the transaction data in the accounting system;

- Ensure that all expenditure is correctly recorded in the accounting system

Credit Control

- Review aged debtors report at least monthly drawing attention of all relevant staff to ageing debts for which they are responsible and agree actions to be taken in follow up

Pensions

- Provide timely and accurate information to the existing payroll provider regarding staff pension contributions, run reports and ensure data is correctly entered into the accounting system

Filing

- Ensure all finance records are kept in good order and secure so that they can be easily tracked by auditors and staff alike.

2. Management reporting

- Production of monthly management accounts from the accounting system;
- Review of monthly variances, bringing issues to the attention of the CEO and Treasurer

3. Budgeting

- Assist the CEO and Treasurer in budget setting, including review of past performance, discussion with key budget holders and forecasting of likely income;
- Ensure most appropriate timing of income and expenditure for inclusion in monthly projections;
- Uploading agreed budgets to the accounting system for inclusion in management accounts

4. Statutory Accounts

- Responsibility with the CEO and Treasurer for annual procedures to close the accounts on the accounting system for the financial year, including assessing of accruals, stock takes, review of funds and key account variances;
- Production of year end trial balance from the accounting system;
- Assisting in the production of draft financial statements including SOFA, Balance Sheet and Notes to the Accounts;
- Contact with external examiners and answering their enquiries

The Centre premises:

The Finance Officer will need to work with the Centre team to ensure that all users feel welcomed to the Centre. All staff should be constantly vigilant of small and larger aspects of the Centre facilities requiring attention, to ensure the health, safety and comfort of customers and staff at the Centre. See the duty officer responsibilities document for further details. Ensure all aspects are actioned and/or reported to the senior duty manager for action as soon as possible.

This job description does not exhaustively cover all aspects of the role, and may be updated from time to time, with the agreement of the post holder.

Performance Management

The CEO will agree a schedule of regular formal and informal communication meetings with the Finance Officer and facilitate his/her performance management and development. Periodically, a member of the Trustees may support the CEO in this responsibility.