

## **JOB DESCRIPTION – Finance Officer**

<b><u>Responsible to:</u></b>	Finance Manager / Head of Finance
<b><u>Key dimensions:</u></b>	No. of staff directly responsible to post holder: 0
<b><u>Purpose of Position:</u></b>	To work together with the rest of the Finance team in maintaining the Trust's financial records and ensuring accuracy of financial information and reporting
<b><u>Values:</u></b>	To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.
<b><u>Location:</u></b>	Head Office, London

### **Principal Responsibilities**

#### **Reporting and Financial Management**

- Complete monthly bank reconciliations for all accounts, ensuring all transactions are supported by appropriate documentation. Liaise with home bookkeepers / home support administrators where relevant.
- Enter all bank transactions onto the accounts system on a day-to-day basis, ensuring items are accurately allocated to homes and cost center's. Set-up and maintain auto-reconciliation rules. Ensure import files are provided by home Bookkeepers / Home Support Administrators to ensure correct income allocation and import these once received.
- Complete month end processes, including calculating and posting month end journals such as accruals, prepayments, and depreciation; completing bank reconciliations by internal deadlines, and completing month end closure routines on the finance system in line with policies.
- Support the Finance Managers in the preparation of KPI reports, including data collation and entry where required.
- Provide reports and interrogate data as required by heads of department, home managers, other members of the finance team, the Chief Financial Officer or the Chief Executive.
- Support home managers and other budget holders in understanding their financial data, as requested.

- Prepare the monthly management accounts, including processing of month end accruals, investigation of significant variances, and providing supporting commentary to assist management in interpreting results.

### **Bank and Cash**

- Monitor bank balances to ensure sufficient funds are available at all times and arrange inter account transfers as necessary.
- Ensure completion of monthly petty cash procedures by bookkeepers and home support administrators, upload petty cash data to the finance system, and review accuracy of reconciliations, including checking closing balances to the finance system.
- Bank any cash and cheques received to head office.

### **Purchase Ledger**

- Support in processing payment runs in line with policy, including reviewing invoices posted by Accounts Payable, ensuring details are correct, running internal control checks, and approving payments.
- Process ad-hoc payments as required by head office staff.
- Maintain energy supply records ensuring charges are correct.

### **Other Tasks**

- Manage the credit card and expenses processes, including maintaining the system, ensuring compliance with policies, and supporting users with queries.
- Assist with internal and year end audit processes, including data collection and liaising with bookkeepers/ home support administrators and auditors as required.
- Support the home's bookkeepers and home support administrators with queries.

### **General responsibilities applicable to all colleagues**

- Understand and support the vision, mission and aims of the Trust.
- Maintain awareness of your own and others' Health and Safety and comply with the Trust's Health and Safety policy.
- Adhere to policies and procedures within the Home and Greensleeves Care.



- Take appropriate responsibility for records held, created, or used as part of work for the Trust (paper-based and electronic) as per information governance requirements.
- Encourage team-working and effective communication with colleagues.
- Act as a representative of the Trust and deal with Trust customers, stakeholders, advisors and the public in a professional manner at all times.
- Comply with the Trusts' financial policies and practices as applicable.
- Take responsibility for own CPD
- Undertake other duties as may be reasonably requested and assigned by the Finance Manager and/or Head of Finance.

Post holder's signature \_\_\_\_\_ Date \_\_\_\_\_

Line manager's signature \_\_\_\_\_ Date \_\_\_\_\_