

## **Job Specification – Finance Officer**

Selig (Suffolk) Trust (Selig) is a Christian based Charity dedicated to serving the needs of vulnerable people in Suffolk, such as those with no permanent home. Selig has run a successful church and volunteer based winter night shelter in the centre of Ipswich over the last 10 winters. In addition, Selig has another project that provides homes for vulnerable adults in partnership with local churches. Our Finance Officer will be responsible for the day to day running and management of our finances with oversight from our Charity Manager.

### **Key information**

- This is a permanent position that will report to the Selig Charity Manager
- The role will consist of 7 hours a week at the Selig office (spread across 1 or 2 days)
- The salary will be £10.40 to £11.95 per hour (depending on experience)
- The holiday allowance is 35 hours (5 weeks) plus bank holidays
- Selig works with a local accountancy firm who process our payroll
- Our accounts are independently reviewed by another accountancy firm
- We use QuickBooks to manage our finance

### **Main responsibilities**

- Prepare draft annual budget
- Prepare quarterly management accounts
- Claim gift aid on a quarterly basis
- Prepare monthly payroll and set up salary payments
- Reconcile bank accounts on a monthly basis
- Record and monitor income and expenditure on QuickBooks
- Advise on financial control systems and procedures
- Manage bills and payments
- Manage accounts payable
- Identify opportunities for cost reduction
- Set up payments for on-line banking approval
- Prepare financial information as required by the staff team and trustees
- Prepare invoices for funders
- Send thank you letters to donors
- Contribute to the costing of bids and reports to funders
- Manage Petty Cash
- Liaise with auditor during the annual independent review
- Produce written updates as required by the Trustees
- Maintain all finance policies and ensure they are reviewed annually
- Carry out the above duties within our policies

### **Other Duties**

- Participate in training as required
- Engage with regular management supervision
- Attend Trustee meetings as required
- Any other duties as agreed by the Charity Manager

**Information**

The Selig Suffolk Trust is a Christian Charity. Our staff regularly meet together to pray and seek God's guidance. We send prayer updates to a large group of prayer supporters. Our permanent staff team is very small. We have a full time Charity Manager, a part time Housing Manager (who runs our two projects) and two part-time Empowerment Workers (who work with tenants in our housing project).

**Essential skills and experience required**

- Experience of managing finance
- Strong IT skills (particularly Excel)
- Ability to maintain confidentiality
- Working on own initiative and under direction
- Attention to detail
- Able to analyse and report financial information

Experience with QuickBooks will be an advantage but is not essential.