

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Job Description

JOB TITLE:	Finance Officer
REPORTS TO:	Finance Manager
RESPONSIBLE FOR:	No direct reports
LOCATION:	Parsons Court, Newton Aycliffe and Homeworking
PRIORITY CONTACTS:	Trust staff, Accountable Funding Bodies
SALARY RANGE:	Circa £22,000 - £24,000per annum

JOB SUMMARY

Working as a member of the Finance Team to provide an effective, friendly financial support and advice service to the Trust. You will be involved in a variety of other financial tasks as part of a diverse and busy Team, ensuring business deadlines are met whilst ensuring accuracy and quality. You will also be responsible for a range of financial services including collating, reviewing, submitting and monitoring grant claims for European funded projects

KEY TASKS

Key Area: Payroll

- End-to-end payroll using Sage 50 Payroll (experience essential), weekly and monthly payroll for Groundwork North East & Cumbria. To include:
 - Production of weekly & monthly salaries in a timely manner.
 - Production of month/year end PAYE/NI reports for submission to the Inland Revenue including P11D's
 - Assisting with the resolution of payroll queries, including liaison with external agencies, including HMRC, where required and the completion of any associated documentation.
 - Preparation of monthly pension's deductions summary.

- Administration of company schemes and benefits.
- Monthly reconciliation of payroll and other related control accounts in Sage.

Key Area : Finance Support

- Provide general financial support, including:
 - Raising sales orders and invoices onto Sage and reconciling customer accounts monthly
 - Credit control - processing of all customer receipts and debt chasing as required.
 - Provision of accurate monthly sales income/aged debt reports to support financial management
 - Creating and posting intercompany journals
 - Assist with other areas of financial control as required and commensurate with the level of the post
- Assisting with European Funding claims.
- Checking and processing all staff Travel & Expenses claims, Sage and Bank
- Assisting with Bank & Treasury together with Balance Sheet reconciliation as required.
- Provide general support to other functions within the Finance Team as required and directed by the Finance Manager and ensure an effective financial service provision to the organisation.

Key Area: Project Finance

- Maintain spreadsheets and reports to provide financial modelling and management information which enables analysis of the financial and output requirements and performance of major project contracts undertaken by the organisation, including:
 - Employment & Training contracts,
 - Youth contracts
 - Other Payment by Result contracts
 - Lottery Funded projects
- Carry out timely and accurate analysis and reporting on Project Finances, including
 - Business Plan monitoring
 - Performance Measures
 - Job Costing Report - working with Finance Officer
- Work with the Finance Manager to provide support and advice to Project Staff on the financial administration of projects through the organisation's project management system.

Key Area: Grant Claims

- Work with Groundwork staff to ensure timely, accurate and complete information and supporting evidence is provided as part of the grant claim requirements
- Compile grants claims, review and submit all appropriate paperwork
- Liaise with the appropriate Accountable Body to resolve queries on claims and evidence
- Develop and maintain effective systems for financial management and evidencing of grant claims
- Maintain an up to date understanding of current eligibility criteria for grant claims.

Additional Requirements:

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisations safeguarding policies
- Ability to work outside normal office hours.
- Working towards AAT Intermediate qualification or equivalent.
- Any other duties commensurate with the level of the post.