

Summary Job Description

Job Title:	Finance and HR Officer
Salary:	Dependent on experience
Hours:	20 hours per week [Monday – Friday, times negotiable]
Holidays:	25 days plus bank holidays per year, pro rata
Pension:	NEST Pension Plan [after six months in post] 4% employer contribution

Description

Seaview is a local charity providing a range of services helping marginalised people such as rough sleepers and those with addiction and mental health issues achieve personal growth and fulfilment.

We currently have an exciting opportunity in our team for a Finance and HR Officer, a role which is vital to the effective operation of the charity. Responsible for all the day-to-day finance processes, including bookkeeping and payroll, the successful candidate will also support the HR manager with administering the HR system and paperwork.

For the right candidate, there is potential progression in the role to take on more complex elements of the financial management of the charity such as budgeting, forecasting, statutory reporting, preparation and delivery of finance reports to the board of trustees, and preparation of year-end accounts, and we may be able to support towards gaining relevant qualifications. We are also interested in hearing from candidates who are already qualified at this level.

Main Responsibilities

- Complete reconciliations of all bank accounts and petty cash using Xero accounting system.
- Raise monthly contract invoices and perform effective credit control.
- Accurately calculate and record all financial transactions using Excel spreadsheets and Xero.
- Reconcile and submit gift aid claims to HMRC.
- Calculation and payment of staff salaries and casual workers' wages, including reporting to HMRC.
- Administer staff pension scheme.
- Processing and payment of staff expenses.
- Provide management team with financial reporting against budgets and project specific financial reporting.
- Assist with budgeting input for new grant applications.
- To scrutinise all invoices and statements of accounts and keep financial systems under review to ensure they are efficient, minimise risk of error or fraud and comply with statutory requirements;
- Dealing with staff queries in relation to payroll and HR matters.
- Administration of HR system in order to maintain up to date and accurate records.
- Assist with HR administration such as preparing contracts, right to work checks and correspondence.
- Work as part of the administration team, assisting with general admin, answering phones, minute taking and providing cover for colleagues as required.

Person Specification – Finance Officer

Essential Requirements

- Minimum 2 years' experience in a finance role including bookkeeping and/or payroll.
- Understanding of the culture/ethos in which Seaview operates, and be flexible and adaptable to the changing needs of the organisation.
- Proven ability to use accounting and payroll software, and high degree of competency in the use of Excel, Word, internet and e-mail.
- Highly organised to manage workload independently to strict deadlines.
- High level of attention to detail.
- Excellent verbal and written communication skills with service users, colleagues, and external stakeholders.
- Good team player with a can-do attitude, willing to assist with broad range of tasks as required and provide support and cover within a small but busy office environment.

Desirable attributes

- A relevant accountancy or bookkeeping qualification.
- Experience using Xero accounting and payroll software.
- Experience working within a charity or other third sector environment.