



Finance Officer Job Description

TITLE: Finance Officer

HOURS: 2 days per week

SALARY: £39,000 FTE pro rata. Pension contributions, 25 days annual leave plus 8 bank holidays pro rata

ACCOUNTABLE TO: CEO

EMPLOYED AND BASED AT: Ladbroke Grove, London W10. Some home working negotiable.

Main purpose of the job

Reporting to Spectra's CEO, as our Finance Officer you'll play a vital role in managing the financial aspects of the organisation.

As a community interest company, Spectra is committed to improving the well-being and choices of communities across London, particularly in relation to sexual health, emotional resilience, and combating isolation.

With an annual turnover of approximately £1.8 million, your expertise will contribute to our mission of supporting and empowering people.

Main responsibilities and accountabilities

Financial Administration:

1. Handle day-to-day financial transactions, including invoicing, payments, and expense tracking.
2. Maintain accurate financial records and ensure compliance with financial policies.
3. Liaison with Spectra's accountants, who produce monthly management reports and annual accounts.

Budget Management:

4. Assist in creating and monitoring budgets.
5. Track expenditure against budget allocations.
6. Provide regular reports on budget performance to lead staff in order to assist with their budget management.

Accounts Payable and Receivable:

7. Process invoices, verify accuracy, and manage payments.
8. Monitor outstanding receivables and follow up with clients or donors.

Financial Reporting:

9. Prepare in-house monthly, quarterly, and annual financial statements for Lead Staff
10. Collaborate with heads of service, the Deputy CEO and CEO to ensure timely reporting.

Bank Reconciliation:

11. Reconcile bank statements and resolve discrepancies.
12. Maintain accurate cash flow records.

Grant Management Support:

13. Assist in the preparation of budgets for grant applications and reporting.
14. Ensure compliance with grant requirements.

Financial Compliance:

15. Stay informed about relevant financial regulations and compliance standards.
16. Assist in internal audits and ensure adherence to legal requirements.

General Support:

17. Collaborate with other team members on financial matters.
18. Provide financial administrative support as needed.
19. To ensure that staff have the tools, training, support and resources required to perform their job to the best of their ability, within resources.
20. To represent Spectra externally, maintaining and developing its reputation.

Overarching commitment:

21. Unequivocal empathy with the vision and mission of Spectra and strong commitment to LGBTQI+ and other marginalised groups.

Spectra standards

Equal Opportunities

Spectra has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety

Spectra is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality and Data Protection

Spectra is committed to maintaining protection of data and privacy of staff and clients. It expects all staff to handle individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain accesses to information they are not authorised to have.

Systems

To use Spectra computers and other technology as directed to ensure their full and proper use and to undertake any necessary training.

The duties of this post will change over time and will be reviewed and amended as necessary.



Finance Officer PERSON SPECIFICATION

Qualifications and experience

A degree in Finance, Accounting, or a related field (professional certifications are advantageous).

Experience in financial administration or a similar role.

Strong attention to detail and organisational skills.

Proficiency in financial software and tools.

Minimum 5 years' experience of service budget management across multiple funding sources.

Experience of using Sage an advantage

Experience of providing financial input to contract tendering and fundraising bid writing is desirable

Experience in the voluntary/third sector is a desirable.

Knowledge, skills and abilities

Excellent service financial management skills across multiple funding sources

A strong knowledge of service planning, risk management, quality assurance and management control systems.

Excellent communication skills, verbal and written.

Ability to distil and clearly communicate complex information for a wide range of target audiences, including funders and staff.

Outcome driven. Able to set clear direction, priorities and objectives to support Spectra's financial planning and performance

Commercially oriented. Able to capitalise on opportunities to extend the reach and potential income for Spectra

Unequivocal empathy with the vision and mission of Spectra and strong commitment to LGBTQI+ and other marginalised groups' rights.