



## Role Description

**Title:** Finance Officer

**Reports To:** Chief Executive

**Hours:** Part time – Hours considered between a minimum of 21 hrs per week and a maximum of 28 hrs per week.

**Salary:** £30,000-£36,000 (pro rota) depending on experience

Flexible hybrid working is also available.

The Good Shepherd was established by the Brothers of St John of God, a religious order who have supported the local community for over 50 years. Two of our core values are Hospitality and Compassion for the most disadvantaged.

The people that make up the Good Shepherd are our most important asset. We want our people to feel supported, skilled, involved and to feel that their work is valued. Our role as an organisation is to encourage and facilitate change; our mission is to end homelessness, support recovery and create pathways out of poverty.

### Role Summary

Reporting directly to the Good Shepherd CEO, this role is crucial to all aspects of the Good Shepherd financial operations. The role encompasses a range of functions, including posting all financial activities to the charity general ledger, all invoices, receipts and payments, updating the agreed budget and preparing the monthly management accounts and assisting with the year-end examination / audit.

The role requires collaboration with internal stakeholders and Trustees to ensure financial compliance and the completion of statutory obligations. The Finance Officer will provide accurate and timely financial information to the Board, CEO, and External Partners on a regular basis.

This role will be required to carry out a range of financial functions, reporting, procedures and controls to ensure financial compliance and statutory obligations are completed.

If you would like to discuss this opportunity, please contact Tom Hayden on 01902 399955 or email [tom@gsmwolverhampton.org.uk](mailto:tom@gsmwolverhampton.org.uk)

## **Duties and Responsibilities**

### **1. Financial Management:**

- Assist in the preparation and monitoring of annual budgets in consultation with senior management and Trustees.
- Maintain accurate financial records, including income and expenditure.
- Perform bank reconciliations and manage cash flow.
- Prepare monthly management accounts and financial reports.
- Ensure adherence to statutory and regulatory requirements, including the submission of annual returns to the Charity Commission.

### **2. Bookkeeping and Accounting:**

- Maintain accounting systems (both computerised and manual).
- Process payments, receipts, and invoices.
- Assist with the payroll external provider and ensure timely payment of salaries and pensions.
- Assist with the preparation of annual accounts and liaise with external auditors.
- Ensure cash is banked from various sites and ensure robust procedures are in place and adhered to as per our cash handling policy.
- Bank cash and cheques which are received at the centre and balance petty cash tins weekly
- Ensure gift aid is claimed and recorded.

### **3. Fundraising and Grants:**

- Assist with grant applications and ensure compliance with funding conditions.
- Maintain records of donations and sponsorships.
- Work with the Grants Manager on submissions of relevant financial reports and ensure quarterly checks are completed and reported back to the relevant Service Manager.

### **4. Communication and Coordination:**

- Provide financial advice to senior management and the Board of Trustees.
- Liaise with external advisors, including auditors and investment managers.
- Ensure efficient circulation of financial information within the organisation.

## Person Specification

### Qualifications:

- AAT qualified (desirable).

### Experience:

- Proven experience in financial management, preferably within a charity or non-profit organisation.
- Experience with accounting software, desirable is QuickBooks.
- Experience in working with the general ledger and preparation of management accounts.
- Understanding of PAYE & NIC
- At least 3 years working in a similar role (in the charity sector ideally)

### Skills and Abilities:

- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Highly computer literate with proficiency in Microsoft Office 365
- Advanced knowledge of Excel
- Excellent communication skills, the ability to present information with knowledge and understanding of wider strategic contexts and to listen.
- Ability to write reports and deliver complex information accurately and concisely.
- Ability to work effectively with a range of stakeholders at all levels, demonstrating effective negotiating and influencing skills.
- Ability to manage time effectively, be methodical, possess problem solving skills, and meet deadlines.

### Personal Attributes:

- High level of integrity and professionalism.
- Commitment to the values and mission of the charity.
- Excellent organisation skills and attention to detail.