

## Job Description

<b>Post Title:</b>	<b>Finance Officer</b>
<b>Location:</b>	1 Hammond Road, Bedford, MK41 0UD
<b>Salary range:</b>	£17,359 – £19,808 pro rata, plus stakeholder pension.
<b>Hours:</b>	15 hours per week over 3 days between 9.30am and 2.30pm
<b>Responsible to:</b>	Finance Manager

---

### Job Purpose:

The post holder is required to work in the Accounts Department and to ensure that all the Finance Procedures are followed.

### Specific Responsibilities:- Key Tasks

- Enter Supplier Invoices / Expenses
- Raise ad-hoc customer invoices
- Pay suppliers in a timely manner, and enter the payment onto sage
- Processing the group returns in a timely manner
- Updating our Nest pension scheme on a monthly basis and making the corresponding payment
- Monthly entering the employees payroll payments onto the bank
- Monthly analysis of the debtors and creditors and make the finance manager aware of any issues
- Gift Aid analysis is completed monthly resulting in a monthly submission
- Entering journals into sage
- Maintaining accurate petty cash records and ensuring that the petty cash is counted and reconciled on a monthly basis
- To provide a clear and transparent audit trail at all times
- Inputting and monitors sales at our charity shops

### Other Duties:

AB is a small and dynamic organisation. The pattern of work and staffing levels are sometimes unpredictable and the job holder will be expected to become involved in other activities as necessary, for example:

- Actively promote the Equality and Diversity Agenda in the workplace and in service delivery
- Contribute to and support cross-departmental teams on specific policies/projects as required
- Actively pursue own personal development and take full advantage of training available
- Be familiar with customer care and Autism Bedfordshire's health and safety policies
- Undertake any additional duties commensurate with the salary, skills, knowledge and experience of this post, as and when required by the manager

### Relationships:

Reporting to: Finance Manager

Main internal contacts: Funding Team, Child and Adult Services Development Teams and Managers.

Stakeholders: To maintain a good relationship with members, staff and suppliers of our goods

**Other information:**

The majority of the work will be office based. Occasional travel for training and funders briefings may be necessary as well as to deliver autism awareness and fundraising talks to other organisations.

The duties of the post may be subject to variation from time to time. However, changes will only be made in consultation with the post holder.

**Equal opportunity and diversity:**

Autism Bedfordshire is an equal opportunities employer. The aims of the equal opportunities policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Health and Safety**

It is the general duty of every employee to take responsibility for the Health and Safety of himself/herself and others, including the use of necessary safety devices and protective clothing, and cooperate with the management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care or any contravention of safety policy or managerial instruction may result in disciplinary action being taken.

**Confidentiality and Data Protection:** All staff are required to respect the confidentiality of all matters that they may learn relating to their employment, other members of staff and to the general public. All staff are required to adhere to the regulations regarding the Data Protection Act 1998.