**Job Description**

|  |  |
| --- | --- |
| **Job Title** | Senior Finance Officer |
| **Reports To** | Deputy CEO |
| **Location** | ADHD Foundation Head office  3rd Floor, 54 St James Street, Liverpool L1  0AB |
| **Salary Range** | £28,000 - £30,000 (dependent on experience) |
| **Working Hours** | 35 Hours per week, Monday-Friday 9am to 5pm |

**Job Purpose**

The Finance Officer role will be to support all aspects of the charity’s work and development through the provision of strong financial assistance. Working as a member of a small team, the Finance Officer will work closely with the Finance Manager and Deputy CEO on all matters regarding financial management, planning, control and reporting.

**Main Duties and Responsibilities**

* Ensure the accurate maintenance of the financial records on Xero for the charity in order to provide timely and relevant information.
* Maintenance of the purchase ledgers
* regular payment runs
* Reconciling and posting the monthly credit and ‘debit’(Equals) card statements
* Ensuring all sales invoices are raised and cash received allocated
* Credit control
* Manage the incoming debits and processes – such as Stripe, Go Cardless, Eventbrite
* Manage the charity’s Just Giving account into Xero
* Assisting in the preparation of the charity’s Gift Aid claims
* Assisting the accurate coding of invoices for grants – restricted and un- restricted
* Assist with the update of the chart of accounts and Xero reporting tools to maximise reporting functionality.
* Manage and reconcile the bank and key balance sheet control accounts monthly
* Assist in the management and reporting of VAT
* Support the wider team with all matters financial – including advice and guidance.
* Support the Finance Manager in month end reconciliations and reporting.
* Assist in the production of the quarterly reports for Board and any other supporting financial statements.
* Assist with the formulation and implementation of policies and procedures relating to the finance of the charity.
* Assist with the production of budgets, financial plans and other such financial information as deemed required to manage the charity.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager.

The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

**Quality Assurance**

The Foundation works to the following quality standards and all staff contribute to the overall Quality Assurance Framework

* NICE
* BACP

**Personnel and Professional Development**

* To participate in regular professional supervision annual performance reviews, and attendance at team meetings and strategic planning days.
* To be responsible for own personal and professional development, to actively participate in identifying training needs and to be willing to undertake training where appropriate.
* To maintain knowledge and keep abreast of change in policy, practice and relevant legislation informing the Deputy CEO of these changes.

**General Responsibilities**

* To implement and adhere to the ADHD Foundation’s policies, procedures and Quality Systems.
* To comply with GDPR & the ADHD Foundation’s information governance and supporting policies including record management, information sharing and confidentiality.
* To implement and adhere to policy and practice in relation to health and safety.  To adhere to the post holders own responsibilities for health and safety within the workplace.
* To contribute to the development and implementation of quality standards within the ADHD Foundation.
* To incorporate Equal Opportunities Policy and anti discriminatory practice in all areas of work.
* To work in accordance with national child protection legislation and ADHD Foundation’s Safeguarding Policies - Child Protection and Vulnerable Adult Policies
* To promote and work within the values of the ADHD Foundation effectively contributing to its objectives.
* To attend appropriate strategic and operational meetings as delegated
* To undertake any other reasonable duties as directed by the CEO that may reasonably fall within the scope of the post.

This job description will be reviewed regularly to ensure that an effective service is provided.

Creation Date – Oct 2023

Review Date – Oct 2025

**Person Specification**

**Essential Experience, Knowledge, Skills and Attributes**

* AAT qualified preferred with at least 5 years’ experience
* Experience of maintaining accounting ledgers
* Experience of charity accounting
* Experience of Xero accounting package
* Experience of using Microsoft packages with excellent IT skills, particularly Word and Excel
* Experience of working in a small team
* Experience of performing bank reconciliations
* Experience of producing balance sheet reports and control accounts
* Ability to uphold and implement ADHD Foundation’s mission, vision, values
* Independent worker with effective time management skills

**Desirable Experience, Knowledge, Skills and Attributes**

* An understanding of Neurodiversity and the philosophy underpinning our work and the sector.
* An understanding of good financial management and the importance of care and accuracy
* A good understanding of charity accounting and restricted grant allocation
* Well organised, efficient and accurate
* Able to maintain confidentiality and deal with sensitive information
* Articulate with good verbal and written communication skills
* Ability to maintain controls within the organisation to ensure financial probity
* Ability to work independently on multiple projects and organise own workload and prioritise.
* Confident in working alone or at home

**ADHD Foundation Neurodiversity Charity is committed to creating a diverse and inclusive workplace.**

**We are proud to be an equal opportunity employer. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.**

**ADHD Foundation does not require disclosure to make reasonable adjustments. Please let us know how we can support you to work at your best.**