



Senior Finance Officer

Hours:	40 hours per week
Contract:	2 years fixed term
Salary:	Salary: NJC SO2 pt.26 - 28 - £30,451 to £32,234
Reporting to:	Deputy CEO
Location:	Hybrid – Centre-based office (Manchester M3)/home mix to be agreed

Purpose of the role: To manage the day-to-day finances of the Booth Centre and support the development and improvement of the financial systems, processes and reporting.

Our Agreed Behaviours & A Little About Us

We live our values and act within the agreed behaviours, which we coproduced as a team.

The Booth Centre is an award-winning community run in partnership with people affected by homelessness. We provide a warm welcome, an opportunity to belong, to find purpose and to affect systems change across the city and more broadly. Our offer includes activities such as volunteering, creative projects and sports, training and help to gain employment. We also support people to improve health and wellbeing, to access emergency accommodation, and to secure and maintain a permanent home. We are recognised nationally as a beacon of best practice and have delivered workshops, training, toolkits and guidelines on ways of working in partnership, which have been adopted by many services nationwide.

The Booth Centre is a safe, welcoming environment where everyone is included, respected, heard and empowered; our strength is that we are a community.

Agreed Behaviours	Compassion	Dedication	Integrity	Respect	Kindness
	Sense of Fun	Supportive	Cheerleading for one another	Openness	Non-judgemental

Job Description

Main Tasks:	<ul style="list-style-type: none"> • To implement and refine financial processes and procedures and ensure they are adhered to. • To provide financial information and reporting to the Senior Leadership Team. • Compile our quarterly and end-of-year management accounts. • Line management and provide cover for the Finance Officer
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Financial Administration

- Bookkeeping and various financial processes as required by the role, these may include but are not limited to the following: POs, balance sheet reconciliations and petty cash administration.
- To ensure that payroll (including HMRC and pension payments and administration) are processed when the Finance Officer is on leave, and to oversee the Finance Officer undertaking these tasks monthly.
- To update and monitor cashflow providing the CEO and Deputy CEO with monthly updates.
- To raise the monthend and year end journals – e.g. prepayments and accruals, deferred income, etc

- To ensure that financial information is accurately recorded on our accounting software (Xero) and reports produced.
- Regular banking and overseeing weekly BACS run

Budgets and Reporting

1. To lead and support the SLT with the preparation of annual budgets and forecasts and lead on the monitoring.
2. To prepare monthly management accounts for budgets holders and quarterly management accounts, cash flow and finance reports for the Board of Trustees, attending meetings as required.
3. Support the reviewing and setting of annual budgets.
4. Monitor restricted funding income and expenditure.
5. Liaise with the auditors as necessary.

Governance

1. To ensure that processing and storage of financial data is in line with Data Protection Legislation, including the GDPR.
2. To support the Board to ensure all finance reporting for the HMRC and Charity Commission is in line with legal requirements.
3. To ensure the charity meets all its financial statutory and compliance obligations

General

1. To attend regular supervision sessions and staff meetings
2. To attend meetings and training as requested by your line manager or the CEO
3. To carry out all duties in a way which accords with the Centre's Vision, Mission & Values, following policies and practice, to show commitment to equality of opportunity
4. To contribute to fundraising activities and be committed to promoting the Booth Centre at every opportunity.

Booth Centre, Senior Finance Officer Person Specification

We would like to welcome a flexible, positive, dedicated, respectful person to the team as Senior Finance Officer. We are looking for a dynamic, team player, who enjoys working with others, taking on a challenge and takes pride in their work. You will become part of a dedicated, supportive and friendly team. You will be supported to develop and learn, to build your skills and knowledge in a sometimes challenging, often rewarding setting.

Skills and Knowledge

- Ability to communicate financial information in an appropriate manner for those without financial experience
- Excellent database management skills
- Competent in the use of Microsoft Excel
- Excellent organisational skills, including time management
- Excellent customer service skills
- Excellent verbal and written communication skills
- Excellent attention to detail
- Ability to work independently and manage own workload

Experience

- At least 2 years' experience of a similar role.
- Experience of using Xero or equivalent financial management software
- Experience of preparation of management accounts and monthly finance reports
- Experience of payroll management
- Experience of pensions management

Note: Though we have tried to be thorough, no job description can cover every issue which may arise within a post at various times. The successful candidate would be expected to carry out other duties as required, within reason. This time would be compensated through TOIL if outside of agreed hours.

How to Apply

We encourage an inclusive organisational culture, we want to give our colleagues, volunteers, and everyone we engage with the opportunity to reach their potential – regardless of age, disability, gender, religion, belief, race, ethnicity, culture and sexual orientation. We strive to create a safe and supportive environment where everyone feels valued and respected. We recognise and celebrate the diversity of our people and the benefits it brings to our Centre. We are committed to advancing equality, diversity, and inclusion in all that we do.

Please forward an expression of interest to our Administration Manager: caitlin@boothcentre.org.uk taking care to address all items in the Person Specification along with a copy of your updated CV.

Closing date: Midday Thursday 28th March 2024

Interview: Wednesday 3rd April 2024

All successful applicants will be subject to an Enhanced DBS check and satisfactory references. We are legally required to see proof of eligibility to work in the UK.

FLEXIBLE APPROACH TO RECRUITMENT

We really want to get the right person for this role, so if you are interested but think your experience is at a different level to that described, please do get in touch. We welcome applications from candidates who may wish to work on a different basis as regards hours and are open to conversations on this. We understand that life circumstances and work preferences can vary and are open to accommodating different working arrangements to ensure that the role is a fulfilling and successful experience for both the employee and the organisation.

We believe that diverse perspectives and work styles enrich our team and contribute to our success. If you possess the skills, qualifications, and passion for the role, we encourage you to apply and discuss your preferred work arrangement during the interview process. Together, we can explore how to tailor the position to suit your needs whilst ensuring that we achieve our goals and deliver outstanding results.