



# Folkestone Rainbow Centre

## Job Description

**Job Title:** Finance Officer

**Contract:** Permanent part-time

**Salary:** £35K (pro-rata)

**Hours:** 10 hrs per week, excluding lunch breaks. Worked flexibly. Any additional time worked, occasionally during busy periods, will be taken as time off in lieu.

**Location:** Rainbow Centre, 69 Sandgate Road, Folkestone.

**Responsible to:** CEO

Rainbow Centre is a Christian Charity and a Company with Limited Liability.

### Purpose

We are seeking a proactive Finance Officer to manage our finances in compliance with the Charity Commission and Companies House, and ensure that the financial resources we receive as donations and grants are properly accounted for and used as requested. In addition to the day-to-day duties of banking, making payments, and invoicing, the Finance Officer prepares the monthly payroll, cash flow, and management accounts, which assist Trustees in understanding their position on expenditure relative to income. You will also be expected to produce income and expenditure reports for donor reporting. You will be expected to provide an initial annual budget for the CEO and Trustees to develop and finalise. We have a small staff team, and the Finance Officer supports the CEO in determining staff annual leave entitlements, records the annual leave taken by staff, and prepares employment contracts.

### Principal Responsibilities

**1) A variety of finance tasks in the Sage accounting system, including:**

- Processing charitable income and expenditure (purchase ledger)
- Preparation and production of accurate charitable funds payments/invoices, ensuring that the correct payments are made promptly, checking, coding, etc
- Pay invoices
- Sales ledger
- Raise sales invoices
- Allocate payments – set up BACs payments
- Chase payment if necessary
- Banking
- Count cash and process cheques
- Pay in at Lloyds
- Record income on paper, Sage and database

## **2) Bank Account**

- Maintain and enter monthly standing orders and direct receipts on Sage and the database
- Enter direct debit and other direct bank payments
- Reconcile bank account
- Petty Cash
- Provide cash to managers when requested and top up the Equals and fuel cards
- Enter payment vouchers on Sage
- Reconcile Sage to cash books maintained by managers.

## **3) Donations**

- Monitoring the charity's donations, ensuring money is received correctly and that the correct information is present for each donation
- Gift Acknowledgement - sending thanks when necessary for cash and cheques
- Record individual donations into the Harlequin database - Your meticulous record-keeping will be crucial in tracking donor contributions, donor appreciation and providing valuable insights for our fundraising strategies.
- Keep an eye on the JustGiving page, providing a weekly log of donations made to it and in our bank account so that acknowledgements can be made
- Look after direct debit and standing order donors and assist if necessary, providing standing order and gift aid forms
- Prepare quarterly gift aid claim

## **4) Payroll**

- Issue employee contracts
- Gather all personal information to add employees to payroll
- Prepare monthly payroll using the MoneySoft program
- Pay salaries and HMRC
- Maintain payroll records in accordance with data protection and HMRC regulations
- Monitor holiday bookings and sickness

## **5) Reports**

- Prepare monthly cash flow
- Prepare periodic actual-to-budget reports
- Help prepare the annual budget
- Prepare annual statutory accounts information for auditors.
- Prepare financial reports for donors as requested

## **6) Other**

- Look after the utility providers, checking on contracts and ensuring these are renewed at reasonable tariffs
- Respond to finance queries and assist with preparing and providing information to relevant parties internally and externally.
- Keep copies of all grant contracts
- Provide input as appropriate into newsletters, grants, the annual report, and social media (donations).
- You will liaise directly with the auditors to ensure annual accounts are prepared in time for the AGM.
- Alert the CEO to any changes in best practices for HR and finance management in the charity sector.
- Carry out other tasks that may be reasonably requested by the CEO from time to time, in support of the overall work of mobilising resources for the Rainbow Centre.

## Knowledge and experience

- A qualification in a business finance, accounting-related discipline or AAT membership. (Essential)
- Minimum 5 years experience, and preferably a qualification, in non-profit finance
- Knowledge and Experience in doing payroll and HMRC tax returns
- Knowledge of accounting and accounting software, preferably SAGE accounting software, and use of Microsoft Office and CRM databases.
- Knowledge of HR, contract issuing and basic employment laws.
- Experience in developing and maintaining effective finance management administration that meets the Charity's requirements and preparing timely management reports.
- Adaptable and open to feedback, with a strong desire to learn and grow in this role.

## Skills and Abilities

- With excellent interpersonal skills and attention to detail, you'll have a flexible and communicative approach to your work.
- Good administration skills, accurate and efficient. Positive and an approach to problem solving
- Self-motivated and able to use initiative and work on a self-directed basis, yet be proactive, flexible and a team player.
- Basic knowledge of the services we provide.
- An understanding and empathy with the Christian ethos of honesty, trust and respect.