

KINGSTON CARERS' NETWORK

Registered Charity No: 1039508

JOB DESCRIPTION

Job Title:	Finance Officer
Hours of Work:	8 hours per week, flexible hours
Salary:	Scale 29 (NJC) £25,951 + £1,848 (pro-rata) £6,177 for 8 hours
Annual Leave:	25 days per year plus statutory holidays (pro-rata)
Contract:	Permanent, subject to funding

Responsible to:	Chief Executive – Kingston Carers' Network Board of Trustees – Kingston Carers' Network
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OVERVIEW OF THE ROLE

This is a new post to support the Treasurer and Admin Manager by taking responsibility to the day-to-day bookkeeping functions. You will be part of a friendly and dedicated team. Kingston Carers' Network is a growing and dynamic organisation supporting over 3,000 unpaid adult and young carers. This role will involve working alongside a team of 15 staff and supporting the accurate management of petty cash, invoices, income and expenditure reconciliation.

MAIN DUTIES OF POST

- To maintain the financial records of the organisation in consultation with the Chief Executive and Treasurer of KCN on the Sage accounting system.
- Arrange for the payment of all invoices and expenses claims, including staff and volunteer petty cash and expenses claims.
- Maintain accounts on Sage software and undertake a bank reconciliation on a monthly basis of bank accounts and petty cash held. Report any discrepancies to the Chief Executive.
- Raise all invoices and requests for payment; chase outstanding invoices.
- Receive all receipts and ensure payments are appropriately allocated.
- Send letters in response to all donations and small grants.
- To undertake any other duties as may be required to ensure the smooth running of the organisation.

- To assist in providing office cover including occasional reception cover.
- To act in accordance with all policies and procedures laid down by Kingston Carers' Network.
- To attend staff meetings and finance meetings, as well as one-to-one supervision meetings.

The duties of this post may change and develop over time. The post holder will be expected to monitor such developments and propose appropriate changes in the job description to the Chief Executive of Kingston Carers' Network.

CONDITIONS OF SERVICE

The basic terms and conditions of service are set out below. A full description of all terms and conditions will be issued as part of the employment contract.

Salary:	£25,951 + Outer London Weighting £1,848 (pro-rata) £6,177 for 8 hours
Length of Contract:	Permanent, subject to funding
Base:	Based at KCN offices, 418 Ewell Road, Tolworth KT6 7HF
Hours:	8 hours per week
Holiday Entitlement:	25 days per year + statutory holidays (pro-rata)

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POST OF FINANCE OFFICER

PERSON SPECIFICATION

Essential

- Proven experience of using SAGE accounting systems
- Excellent numerical skills
- Ability to communicate effectively both over the telephone and in person
- Proficient competency of using Excel and a range of IT software
- Excellent verbal and written communication skills
- Experience of working in, or knowledge of the voluntary sector
- Ability to effectively plan and prioritise competing tasks
- Good problem solving skills
- Ability to work effectively within a busy team

Desirable

- Experience of working in the voluntary sector
- Knowledge of issues affecting carers.
- Understanding of local commissioning relationships
- Previous payroll experience
- Knowledge of financial legislation, SORP, charity law and VAT

General

Confidentiality

Employees are bound by the KCN Confidentiality Policy, Child Protection Policy and Protection of Vulnerable Adults Policy and are required to observe all the relevant protocols regarding the recording and/or disclosure of information on anyone they may be supporting.

Data Protection

Employees are required to observe the provisions of the Data Protection Act 1998 and any subsequent revisions.

Equal Opportunities

Kingston Carers' Network is committed to non-discrimination on the grounds of age, race, gender, gender reassignment, ethnic or national origin, asylum or refugee status, religion, sexual orientation, disability (including physical, sensory impairment, mental health, learning disability or HIV status), caring responsibilities, language, marital status, nationality (including citizenship) part-time working, trade union membership, economic status or political affiliation.

Kingston Carers' Network will actively seek to eliminate all forms of discrimination, direct or indirect, which restricts or hinders the promotion of equal opportunities, the provision of equal treatment and the valuing of diversity.

Health and Safety

Employees are expected to contribute to Health and Safety in the workplace by taking all requisite actions to minimise risks.