



Job Title	Finance Officer
Department	Finance and IT
Location	London
Reports to	Finance Manager
Salary	£22,151 per annum plus London Weighting - £3,478
Duration	Permanent
Normal Working Hours	36 hours per week

Purpose of the job

The Finance Officer is responsible for accounts receivable and payable, importing financial information into the Trust's CRM database and aCloud financial system. You will work closely with Finance Team to ensure that all monthly tasks are completed in line with the monthly reporting schedule.

Key duties

a) Accounts receivable

The Finance Officer will ensure prompt, accurate and effective processing of income. They will:

- Bank cash and cheques, accurately recording the information
- Raise sales invoices and oversee the process of receiving associated income
- Manage credit control including monthly reporting on outstanding sales invoices
- Prepare monthly journals as part of the month end process
- Work with the fundraising team to ensure consistency and accuracy between aCloud and CRM database.
- Work with the regional teams to reconcile income received on the Trust's bank account
- Process Champing income and other sources of income in the Trust's trading subsidiary

b) Accounts payable

The Finance Officer will:

- Register, scan and process purchase invoices in an accurate and timely manner to ensure payments can be made
- Manage the relationship with CCT's utility provider
- Respond accurately and efficiently to queries from suppliers and colleagues regarding payments

- Prepare supplier statement reconciliations as necessary
- Process BACS payments and sense check payments processed
- Manage the day to day administration of the invoice approval system
- Process personal expenses ensuring compliance with policy
- Process purchase invoices and Champing refunds for CCT's trading subsidiary

c) Financial Management and Operations

The Finance Officer will:

- Work with the finance manager to complete monthly bank reconciliations and close the ledgers
- Produce ad hoc reports as required by the finance team, budget holders, project managers and external bodies
- Work with other members of the finance team in the preparation of annual audit schedules
- Administer CCT's procurement cards and reconcile the control account
- Manage petty cash
- Be a "chart of accounts champion", ensuring correct nominal coding is used. Advise staff on coding queries
- Own and manage the finance email inbox

d) Listed Places of Worship Grant Scheme (LPWS)

The Finance Officer will manage the LPWS process, liaising with Conservation Colleagues to ensure applications are correctly submitted and queries answered. They will:

- Match invoices to aCloud transactions
- Establish eligibility of invoices
- Submit claims and resolve queries regarding eligibility
- Reconcile claims with payments received
- Ensure claims are made within agreed timescales
- Work with the Finance Manager to recruit volunteers to assist managing LPWS.

e) Team Working

The Finance Officer will:

- Assist the Finance Manager in providing training on financial systems and processes to new starters and help run staff finance training sessions
- Maintain relevant finance procedure guides, ensuring they are up to date and fit for purpose
- Contribute to improving processes and systems within the finance function.
- Assist other team members as required
- Complete ad hoc projects as required

The post holder will be required to travel to attend meetings in other parts of the UK and so a willingness to travel is essential.

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Additional Information

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment and statutory health and safety regulations; they are also responsible for reporting incidents, being aware of the risk management strategy & emergency procedures and attendance at training as required.

Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Person Specification: Finance Officer

	Essential Criteria	How this will be assessed
1	Previous experience of working in similar role	Application form & interview
2	Knowledge of aCloud, Sage or similar accounting systems	Application form & interview
3	Effective oral and written communication skills	Application form & interview
4	Show confidence and the ability to organise and prioritise a varied and extensive workload	Application form & interview
5	Strong Microsoft Office skills, specifically Excel	Application form & interview
6	Ability to work with minimal supervision and is self-motivated	Application form & interview
7	Show a practical approach to problem solving	Application form & interview
	Desirable Criteria	How this will be assessed
8	A recognised or working towards a recognised accounting qualification (CIMA or ACCA preferred)	Application form & interview
9	Experience of using databases	Application form & interview
10	Working knowledge of public finance and/or charity accounting	Application form & interview
11	Exhibit a strong affinity for the work of the Trust	Application form & interview

To Apply

To apply for this position, please submit a completed application form to recruitment@theccct.org.uk.

If you have any queries, please contact us at recruitment@theccct.org.uk

The closing date for receipt of applications is 9am on Thursday 30 January 2020.

Interviews will be held on Friday 7 February 2020. Please note that the interview dates have been specifically chosen according to the availability of the panel.

The Churches Conservation Trust is committed to a policy of Equal Opportunities.