



The Gatehouse Centre, Hareclive Road, Hartcliffe
Bristol BS13 9JN

Registered Charity No. 1086336 / Limited by Guarantee No. 3845230

Making BS13 Brilliant!

Job Description			
Job title:	Finance Officer	Team:	Across the whole organisation
Reporting to:	Executive Director	Date:	11.04.22
Duration:	Ongoing (on passing 3-month probation period)	Location:	Heart of BS13 office and remote
Hours	21 (3 days per week)	Salary:	£27 - £29k pro rata depending on experience

About us: We are [Heart of BS13](#), working with the community of Hartcliffe and Withywood to improve health, increase employment opportunities and strive for environmental justice. We do this through three programmes. [Food Security](#) - improving nutrition and access to affordable food. [Horticulture](#) - providing vocational training and volunteering opportunities for people who experience poor mental health and barriers to employment and [Climate Action](#) - increasing community confidence to address climate and biodiversity issues and tackling food and plastic waste. At Heart of BS13 we know that people become healthier when education, training and work opportunities exist, so we're creating social enterprise here, putting BS13 on the map as a place where innovation supports employment and a healthy and thriving community.

We work from accessible premises.

About the job: You will be working alongside a passionate team and committed board of trustees, and you'll be bringing your skills and expertise to the role, ensuring that Heart of BS13's finances and reporting systems remain strong, as they adapt to meet the need of our growing enterprises. You'll be an excellent communicator, a whizz on Excel and Quick Books, confident to deliver monthly management accounts and engaged and enthusiastic when you work with the team as we set and review annual budgets and ongoing targets. You will enjoy working alongside the Executive Director to set prospective budgets for grant applications and will of course be delighted to run the monthly payroll. You'll really believe in our work, our principles and our ethos and want to be part of a growing organisation as we make change happen in our part of town.

Key responsibilities:

- 1 Production of monthly Management Accounts – you will meet monthly with treasurer and exec director to review and discuss trends and forecasts.
- 2 Proficiency in e-commerce software (we use Woo Comms which is associated with Word Press), Quick Books and ensuring invoices are paid and sales are reconciled.
- 3 Running monthly payroll, managing the various requirements of HMRC including PAYE, NI and VAT where applicable.
- 4 Working alongside the Executive Director to develop grant related budgets as well as administer financial claims for existing projects and funders.
- 5 Working with Executive Director, Treasurer and Board to ensure compliance with legal, statutory and Companies House/Charity Commission requirements. Including leading the annual review process to ensure it is carried out effectively and completed in a reasonable timeframe.
- 6 Working with Programme Managers, Executive Director, Treasurer and Board to prepare and submit the annual budget.
- 7 Working alongside the Executive Director and trustees, assist the delivery of Heart of BS13's financial strategy, ensuring appropriate budgeting and forecasting planning systems are in place for both short and long-term sustainability of the organisation; and managing of spend against specific funded projects.
- 8 To be the key liaison with CAF online, (Heart of BS13's bankers)
- 9 To manage and authorise claims for Gift Aid.
- 10 To provide additional reporting, information and advice to trustees and the Executive director as required.
- 11 To Induct and train new staff on the organisation's financial procedures as and when required.
- 12 To work with programme leads and Executive Director to undertake a regular review of supplier contracts, ensuring that they continue to be fit for purpose and meet the organisation's needs.
- 13 To work with the Executive Director to manage the online Breathe HR leave entitlement system.
- 14 To undertake other duties as may reasonably be expected.

Person Specification:

Requirements	Essential	Desirable
Qualifications and Training	Extensive experience of QuickBooks, online reporting, monthly management accounts and payroll, with at least 2 years' experience in a similar role	AAT qualified or part qualified ICAEW, ACCA or CIMA
Experience	<p>Experience at finance officer level</p> <p>Experience of preparing statutory financial accounts</p> <p>Experience of developing grant-related budgets, administer financial claims for existing projects and funders.</p> <p>Experience of ensuring compliance with legal, statutory and Companies House/Charity Commission requirements.</p> <p>Experience of leading the annual review process to ensure it is carried out effectively and completed in a reasonable timeframe.</p> <p>Experience of managing online sales and payments</p> <p>Experience of co-production of annual budget.</p>	Experience of working in the not-for-profit sector
Knowledge, skills, and abilities	<p>Strong IT skills including Excel, Microsoft packages, SharePoint, the internet, Outlook, and research tools.</p> <p>Strong verbal and written</p>	Direct knowledge of charity accounting and reporting (SORP)



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	<p>communication skills with the ability to communicate financial matters to non-financial colleagues</p> <p>Demonstrable experience of Microsoft and accounts software</p> <p>The ability to prioritise tasks and manage time effectively</p> <p>Ability to build and maintain effective working relationships with colleagues, volunteers, external partners</p>	
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This specification frames the role however, we are operating at a fast pace of change and with this in mind, we reserve the right to make reasonable amendments within your skill sets that ask you to undertake job role changes required of you by the organisation.

The deadline for applications is May 2nd at 11.45pm. We will be holding interviews on May 4th or 5th so please make sure you are available on those dates.

If you think this is the job for you then please email Georgina.perry@heartofbs13.org.uk
With the following information:

- A CV with your contact details, qualifications, and work history (briefly outlining roles held, dates of employment and duties).
- A statement (no more than 2 sides of A4) outlining how you meet the person specification in the table.