



Job Description

Job Title: Finance Officer

Hours: 25 hours per week

Salary: £13.48/hour (£24,534 pro rata)

Responsible to: Chief Executive Officer/Treasurer

Primary Base: Printers Yard, Fenton St, Scunthorpe, DN15 6JD

Mind is the leading mental health charity in England and Wales, and we are proud to be part of a network of local Mind associations providing support to people across the country. North Lincolnshire Mind is a local charity supporting local people and we are here to make sure that anyone with a mental health problem has somewhere to turn for advice and support.

This is an exciting time to join our team as we are developing new projects to offer a wider range of support for people with mental health problems. If you have a genuine commitment to mental health and recovery, we would love to welcome you to our team. We have a strong commitment to staff wellbeing and provide a range of benefits to support our team members.

We welcome applications from people from our community irrespective of ethnicity, gender identity/reassignment, age, disability, sexual orientation, religion or belief. We actively encourage people with lived experience of mental health problems to apply. Inclusion is really important to us, so if you have any accessibility requirements please let us know.

We're looking for a skilled Finance Officer to join our friendly team.

Aim of the post:

This post is to support the management of a busy mental health charity during a period of growth and development.

Main Responsibilities

1. To provide day to day finance support in a busy office environment
2. To work effectively as part of the team, and to work co-operatively with colleagues.
3. Monitor income and expenditure and ensure CEO and Treasurer are aware of any potential cash flow issues.
4. Prepare management accounts/key data for board meetings and highlight any significant trends/variances against budgets.
5. To work with the Treasurer/CEO to assist in the preparation of:
 - a. financial reports and forecasts and budgets for the organisation
 - b. financial year end accounts and reports
 - c. regular bank and petty cash reconciliations, ensuring all accounts balance

- d. costings for new projects
6. Take an active role in business planning and project planning/development.
 7. Ensure payroll information is collated in a timely manner to a tight deadline, including new starter details pension data and staff hours/expenses
 8. To keep accurate records of all financial transactions allocated to the correct project/fund in line with North Lincolnshire Mind's policies/procedures.
 9. Check, process and record all payments and receipts, raise and administer invoices using QuickBooks
 10. Arrange payment of supplier invoices for second authorisation using electronic banking
 11. Managing fundraising platforms to ensure correct allocation of donations received.
 12. To manage the administration of Petty Cash systems and ensure that financial checks are carried out in accordance with guidelines set out by the Treasurer and Board of Trustees of North Lincolnshire Mind.
 13. Prepare agendas for monthly management meetings, take and produce accurate minutes and circulate all related papers
 14. To support the delivery of health and safety procedures.
 15. Engage with line management, supervision, staff meetings, training and development in accordance with our policies/procedures.
 16. To be prepared to give and receive support from others in the team as appropriate.
 17. To order stationery, supplies and equipment as necessary.
 18. To ensure that both paper and electronic financial records are stored in accordance with North Lincolnshire Mind's policies
 19. To accurately type documents/reports as required
 20. To be a key holder.

The post holder will be required to carry out any other duties which are within the scope/spirit and purpose of the job as requested by line manager. The post holder will be flexible and adaptable to the needs of working as a part of a small team.

If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

Person Specification

	Essential	Desirable
Experience	Significant and recent experience of admin/finance role	Experience of working in the voluntary sector
	Experience of using appropriate IT systems and software e.g. Microsoft Office 365, QuickBooks, and the ability to support other staff with these packages	
Knowledge and Understanding	Level 3 qualification Business Admin or	Basic knowledge of mental health awareness however training will be provided

	equivalent qualification or qualified by experience.	
		Understanding of HR processes for recruitment/induction of staff/volunteers
Skills and Abilities	Excellent written and verbal communication skills	
	Proven ability to manage your own workload, to work closely with colleagues and support the team	
	Excellent planning, organisational and problem solving skills	
	Proven ability to network, liaise with colleagues, other professionals and users of the service	
	Able to communicate effectively with people from all walks of life, including those who are unwell or very distressed	
Personal Attributes	Flexible and adaptable approach to work within a small team	
	Calm and resilient under pressure, able to work effectively in a busy environment	
	Ability to undertake multiple tasks	
	Non-judgemental approach to people	
	Clear commitment to the values of North Lincolnshire Mind and the voluntary sector	

North Lincolnshire Mind values the wellbeing of all staff and following successful completion of 13 week probationary period, employee benefits include:

- Access to employee assistance programme
- Personal Wellbeing Budget
- Generous annual leave entitlement (30 days, pro rata for part time staff)
- Regular group and 1:1 supervision
- Training and development as agreed with line manager