



King Edward VI Almshouses

Job Description – Finance Officer

Purpose of role:

The Accounts Officer is responsible to the Directors for all day to day financial matters relating to the smooth running of the Charity, whilst maintaining the long-standing charitable ethos of the Almshouses.

Details of Duties

A. Accounting & Finance

1. Pay all bills and other outgoings by bank transfer or cheques obtaining the correct authorities as detailed in the financial controls policy. Bank cheques and cash regularly issuing receipts for cash payments and following the financial controls policy.
2. Keep records of all financial transactions. Maintain and check balances including the monitoring and control of all on-line banking, bank mandates and financial correspondence. Liaise with Directors to manage the movement and recording of cash deposits and investments.
3. Liaise with Auditors and Directors to complete the Year-End Accounts.
4. Prepare financial reports for Finance meetings, including Management Accounts, Investments and Cash Balances, Arrears Reports and Budgets.
5. Collect maintenance contributions and ensure new Residents set up standing order arrangements. Allocate Housing Benefit payments to Resident accounts on receipt.
6. Oversee payroll for Employees, including submission of hours to payroll provider and checking overtime hours are approved by the HR Director.
7. Support applications for fundraising grants and end of grant reports with Finance information as needed.
8. Record all financial fundraising activities in conjunction with the Fundraiser and complete the HMRC Gift Aid claim on a regular basis.
9. End of Grant report submission (this will be extensive with all of the Crocus fundraising)
10. Reconciling fundraising event payments/spend

B. The Residents

1. Monitor the collection of maintenance contributions and keep a track of Residents in arrears, following the arrears policy where necessary. Keep detailed records of Residents contributions and issue them with an annual statement of account.
2. Create yearly parking permit invoices and monitor payments.
3. Take responsibility for electricity and gas communal areas and office accounts, including setting up direct debits, taking meter readings and monitoring usage. Negotiate business rates for the accounts as appropriate.
4. Liaise with the Admin Assistant regarding the transfer of energy accounts for empty properties from the previous resident to the Charity, and then onto the new resident once appointed.



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C. The Directors (sometimes known as the Trustees)

1. Liaise with appropriate sources of professional support e.g. The Almshouse Association, Charity Commission, Companies house, Uttlesford District Council, Auditors to further the best interests of the Charity.
2. In all matters, act as the Directors' representative on-site.
3. Prepare budget spend information for all sub committees including HR, Finance, House, Fabric, Comms.
4. Attend Finance meetings.
5. Organise filing and document storage for current and archive material related to financial activity.

D. Continuing Professional Development (CPD)

1. In agreement with the Directors, and at the Charity's expense, undertake CPD, including courses as agreed.
2. Carry out an annual self-appraisal in readiness for an Annual Performance Review with the HR Director.

E. General Duties

1. When on site report any issues of concern.
2. Support work for the Crocus project.

F. Person Specification

Essential

1. Have proven experience of bookkeeping, and financial administration.
2. Have experience of bank reconciliations and financial reporting.
3. Experience of payroll administration.
4. Be able to work independently and manage competing deadlines.
5. Have excellent IT skills, including Microsoft Excel and accounting software, ideally Xero.
6. Understanding of online banking platforms and financial management systems.
7. Have sound understanding of financial controls and confidentiality.
8. Be able to communicate effectively with colleagues, Residents, Directors, contractors, and external organisations.
9. Be trustworthy, reliable, and able to handle sensitive financial information with discretion.
10. Be willing to work in a small team and support colleagues where required.

Desirable

1. Experience of working within the charity or not-for-profit sector.
2. Knowledge of charity accounting.
3. Experience of preparing gift aid claims.
4. Experience of grant funding administration and financial reporting to funders.
5. Understanding of Companies House reporting requirements