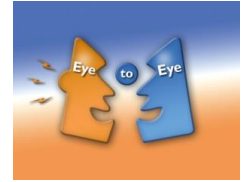


## Job Description and Terms



**Job Title:** Part Time Finance Officer

**Responsible to:** Trustees and Head of Service

**Location:** Eye to Eye Counselling Service.  
Carnegie Hall Offices  
Main Road  
Church Village  
RCT CF38 1PY  
01443 202940

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### Terms

**Salary:** £29'174 Pro Rata (£11'832.60)

**Hours:** 9.30am to 3pm - 3 days per week.

**Pension:** 3% Charity 5% Personal Contribution

**Annual Leave:** 5.6 weeks pro rata.

**Closing Date** 15<sup>th</sup> March 2022

Application is by CV only to [Alison.Theaker@eyetoeye.wales](mailto:Alison.Theaker@eyetoeye.wales)

## Job Description

Eye to Eye Counselling Service is seeking a meticulous, organised, and experienced financial administrator to join our team. You will be responsible for accounting and bookkeeping duties, reporting to the Trustees and Management team, attending board meetings, and presenting financial accounts for approval. Ideally you will understand charity bookkeeping and how to manage and reconcile accounts for our individual funders.

You will hold an AAT qualification or similar and will initially work alongside our Community Manager, who's current role is managing the charity finances. Therefore, you will have support whilst familiarising yourself with the charity financial procedures.

### Duties Include

- Ensuring Quick books are maintained, accounts receivable and payable.
- Preparing regular reports to agreed timescales, e.g. Management accounts, Income and Expenditure, Income and Claims, cash flow monitoring, investment, variances, etc
- Process the monthly payroll and provide the required reports working alongside the Charity Accountants
- Ensure relevant submissions are made to the Inland Revenue and HMRC
- Process via the accountant joiners and leavers.
- Assisting the Head of Service to prepare budgets and financial forecasts.
- Working alongside the management team on project budgets and spending
- Providing regular reports for presentation to the Board of Trustees
- Ensuring relevant insurances are in place.
- Identify and resolve errors and discrepancies.
- Liaise with suppliers to ensure value for money.
- Maintain accurate records.
- Ensure compliance with regulations.
- Ensure relevant and timely information is provided to relevant providers.
- Maintain accurate records.
- Submitting approved annual reports to the charity commission
- Working with our independent auditor/accountant with end year accounting and reconciling charity accounts
- Provide reports to the Head of Service

The post holder will be required to be flexible with the range of duties undertaken to ensure the operational needs of the organisation can be met. Any such flexibility will be consistent with the overall duties of the post holder.

Eye to Eye Counselling Service is a charitable organisation and all staff are required to perform their duties to support and promote its ethos, including adopting a cheerful outlook and approach to their post as well as a team working approach.

### **Person Specification**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
A thorough understanding of, and commitment to, Eye to Eye's mission and values	•	
Financial accounts experience including AAT qualification or similar	•	
Strong administrative and organisational skills	•	
Experience in using QuickBooks	•	
Experience in using Microsoft IT packages	•	
Excellent communication and people skills	•	
Ability to use your own initiative but also work as part of a team	•	
Strong commitment to the principles of sustainable development	•	
Full driving licence and use of an appropriate vehicle for work purposes		•

Application is by CV only setting out your experience and match to the Job description and person specification above.

You must have financial experience to apply for this post. This post is office based.

Return CV applications to [Louise.Howell@eyetoeye.wales](mailto:Louise.Howell@eyetoeye.wales)