**JOB DESCRIPTION**

Job Title:Finance Officer

Reports to: Administration Manager

Place of Work: Stonepillow Central Support Team, Chichester

1. **Job Purpose:**
* To support the Director of Finance with the production of management and statutory accounts, annual budget and financial performance monitoring. Maintaining finance systems and ensuring returns are submitted on time.

**2. Main Duties & Responsibilities:**

* To maintain and control all aspects of the purchase ledger which will include inputting invoices, dealing with queries and liaising with Stonepillow Managers to ensure the authorisation of invoices.
* To develop an in-depth knowledge of our processes and accounting package.
* To be responsible for the setting up of payments on our online banking system.
* Being a point of contact for other departments on financial and accounting matters.
* To be responsible for producing monthly balance sheet reconciliations.
* Calculate monthly Prepayments and Accruals.
* Collate project petty cash records monthly and post into our accounting software.
* Ensure credit / debit card statements are reconciled monthly.
* Provide financial analysis as required.
* Ensure the accuracy of income transferred into our CRM system.
* Assist the production of the quarterly VAT and post quarterly journals.
* Process monthly pension return.
* Raise monthly sales invoices.
* Provide monthly payroll analysis.
* Maintain finance filing systems.

**3**. **Health & Safety**

* To ensure the health, safety and security of staff, students, service users, volunteers, and members of the public at all events and in all locations in line with procedures.
* To ensure the maintenance of Health and Safety regulations as requested by Stonepillow’s Health and Safety Officer.
* To deal with first aid requirements making sure that adequate provisions are available at all events.

**4**. **Data protection and Confidentiality**

* Work within Stonepillow’s Data Protection Policy and Confidentiality Policy and using protocols governing information sharing.
* Ensure all confidential records are stored to comply with Data Protection Legislation 2018.
* The Confidentiality Policy covers all Stonepillow employees and volunteers. All are required to sign a confidentiality agreement. Anyone working for Stonepillow who breaches the agreement will be liable to disciplinary action under the Staff Disciplinary Procedure.
* Ensure compliance with the highest standards of data protection and information governance.

**5**. **General:**

* To provide cover for other Head Office staff when on annual leave or sick leave and at other peak times when required.
* To undertake such other reasonable duties as may be required in the interest of Stonepillow.
* To actively promote the mission, vision and values of Stonepillow externally and in the workplace.

Signed ………………………………………. Date ………………………………