



Job Description

Finance Officer

April 2024

Job title	Finance Officer
Salary	£25,000 - £28,000
Reporting to	Finance Manager
Hours per week	Full time 36.5 hours per week (30 hours will be considered)
Location	GDA, Colin Road, Barnwood, Gloucester GL4 3JL. Hybrid working is available
Manages	N/A
Starting Date	May 2024

Gloucestershire Deaf Association is seeking an experienced and proactive Finance Officer to work in our friendly and busy team. In this role, you will accurately oversee the Charity's financial transactions, assist with month end financial reporting and Final Accounts and resolve day-to-day financial queries. You will need to be a strong team player and have the ability to work on your own initiative.

GDA is a charity providing vital services that support children, young people and adults living in Gloucestershire who are deaf, hard of hearing or deafened. All the services GDA offers, aim to enable a person to live confidently with their deafness.

GDA values diversity and particularly welcomes applications from those who are deaf or have a hearing loss.

For more information about our Charity please visit the GDA webpage [Gloucestershire Deaf Association | Offering Deaf and Hard of Hearing Support in the local area \(gda.org.uk\)](http://gloucestershiredeaf.org.uk)

Main Duties and Responsibilities:

Your key responsibilities will include, but will not be limited to:

- Support the Finance Manager with the month end preparation to ensure timely and accurate financial reporting.
- Assist the Finance Manager in the preparation of Final Accounts.
- Manage the Sales and Purchase ledger, maintaining accurate records in the Sage 50 accounts system.
- Lead the credit control process, ensuring outstanding payments are received in a timely manner.
- Reconciliation of ledger accounts to ensure financial integrity. Taking initiative to address any errors or inconsistencies.
- Reconciliation of the charity's bank accounts/credit card account and petty cash.

- Transferring records from various payment platforms to Sage, e.g. JustGiving, Stripe, PayPal.
- Posting journals, accruals and prepayments to the financial system, to ensure robust financial reports are produced.
- Handling internal and external queries and managing the charity's accounts email inbox.
- Keeping accurate records of the charity's Gift Aid forms and submitting Gift Aid claims to HMRC in a timely manner.
- Supporting the charity's payment run.
- Collaborate closely with external auditors and provide supporting financial information when needed.
- Support the Finance Manager in any other ad hoc tasks as needed.
- Deputise for the Finance Manager.

Person Specification:

Essential Experience:

Experience of working in a similar role for 2+ years is essential.
A good working knowledge of Sage 50 accounts software.
Strong experience of Microsoft Excel.

Desirable Experience:

Experience working within the Charity Finance department, dealing with Gift Aid claims is desirable.

Qualifications:

5 GCSE's or equivalent
AAT Level 3/ Bookkeeping qualification is essential.
AAT Level 4 is desirable.

Essential Skills and competencies:

Excellent communication and interpersonal skills.
Strong team player, including confidence in working with internal and external stakeholders.
Excellent numerical and analytical skills
Strong time management skills

Personal attributes:

Self-motivated, able to use own initiative, attention to detail.

What we Offer:

In return GDA offers the chance to join a friendly, vibrant organisation. Benefits following completion of a satisfactory probation period of 3 months include:

- 20 days annual leave, plus bank holidays per year, rising by 1 day for each year of service up to maximum of 25 days.
- Stakeholder pension scheme.
- Flexible hybrid working.
- Friendly and inclusive working environment.
- Training & Development.
- Free car parking.

Closing date for the job applications is 5pm on the 3 May 2024.

To apply for this vacancy, please forward a CV and supporting statement, outlining why you feel your experience would be suitable for this role, to ivanna.novikova@gda.org.uk. Please note the supporting statement should demonstrate how you meet the essential and desirable criteria.