



Job description

Job title	Finance Officer
Local Meeting or Branch	Central England Area Quaker Meeting – central team
Location	Office, Bull St, Birmingham and Home based (hybrid)
Salary	£15.50 per hour, £6,045 p/a (FTE £30,225)
Hours of Work	7.5 hours per week (possibility of increasing in the future)
Main purposes of the job 1. 2. 3.	To provide accurate and timely bookkeeping and financial support to the charity's Trustees and management team. Supporting the preparation of management accounts and good quality information for the annual statutory accounts and to the auditors. The role also includes general administrative duties to support the smooth running of the organisation and management decision making.
Key tasks 1. 2.	Financial Management & Bookkeeping Maintain accurate financial records using Liberty Accounts, Sage 50 or similar software packages. Record all income, donations, grants, and expenditures in line with charity commission regulations and UK financial reporting standards. Reconcile bank accounts and petty cash on a regular

3.	basis.
4.	Prepare monthly and quarterly management reports and financial summaries for trustees, treasurers and finance committee.
5.	Assist with the preparation of annual budgets and financial forecasts.
6.	Support the production of year-end accounts and liaise with audit team.
7.	Monitor restricted and unrestricted fund usage and ensure proper allocation on transactions to each fund.
8.	Ensure compliance with HMRC requirements, including Gift Aid claims and VAT (as applicable).
9.	Liaise with payroll provider to complete monthly payroll and process pension contributions - Maintain financial policies and procedures and suggest improvements where necessary.
10.	Administrative Duties Support day-to-day administrative tasks, including responding to emails and phone queries.
11.	Maintain filing systems for both financial and general documentation.
12.	Support the scheduling and servicing of meetings (e.g. committee meetings, Area Meetings).
13.	Liaise with suppliers, service providers, and contractors.
14.	Maintain records e.g. membership records, property details, governance and compliance information.
15.	Support event planning or activities, including logistical and financial tracking.
Responsible for	N/A
Reporting to	Principal Officer
Any special conditions	This post may require occasional evening or weekend work (e.g. for trustee / committee meetings).

