

BOURNEMOUTH COUNCIL FOR VOLUNTARY SERVICE

JOB DESCRIPTION

JOB TITLE:	Finance Officer
ACCOUNTABLE TO:	Chief Executive and Trustees of BCVS
LOCATION:	Boscombe Link or other locations as required
HOURS	25 per week
SALARY	NJC Scale pt 22

SPECIFIC RESPONSIBILITIES

1. Administer the Financial Systems

- 1.1. Ensure BCVS receipts and payments are processed and recorded and that up-to-date, accurate, manual and computerised financial records are maintained which meet statutory requirements (excluding Community Transport).
- 1.2. Maintain petty cash records.
- 1.3. Maintain and communicate records of mileage and expense claims on behalf of relevant staff and volunteers.
- 1.4. Maintain appropriate personnel records, including sick absence and holiday leave.
- 1.5. Administer the organisation's payroll and pensions.
- 1.6. Liaise with the Chief Executive and Trustees to ensure that effective financial planning, monitoring and cash flow is achieved.
- 1.7. Prepare annual budgets for individual areas of work.
- 1.8. Review, maintain and develop financial information systems, spreadsheets and databases.
- 1.9. Assist with the provision of relevant information for applications for funding.
- 1.10. Prepare financial records for auditing and liaise with Auditors.
- 1.11. Make appropriate returns to Funders, the Charity Commission and Companies House.

2. Board of Trustees

- 2.1. Maintain effective networks and working relationships with appropriate individuals and agencies.
- 2.2. Provide the Board of Trustees, Management, Funders and partner organisations with relevant reports, statistics and information.
- 2.3. Ensure that secretarial and administrative support is provided for Trustees, take minutes at meetings and ensure all paperwork is distributed to all Board members in a timely manner.

3. Organisation and Provision of Administrative Systems

- 3.1. Provide secretarial support as directed by the Chief Executive in an effective and efficient way.
- 3.2. Line manage administrative staff and ensure tasks are completed to deadlines.
- 3.3. Support, maintain and develop the relevant organisational, central charity's record keeping, database, filing and information systems (including Membership, News Update, Register of Contacts etc).
- 3.4. Ensure that relevant information is circulated to member organisations, trustees and internally to staff.
- 3.5. Make travel arrangements, as appropriate, to meetings, conferences, events and other related tasks.
- 3.6. Provide support with the charity and company administration, insurance, data protection and ensure that all aspects of the Health and Safety policy is followed.
- 3.7. Maintain the Asset Register
- 3.8. Co-ordination of recruitment including adherence to PADP
- 3.9. Monitor, maintain and oversee existing IT systems and databases, ensuring they meet the needs of the organisation and liaise with IT support
- 3.10. Check stationery stocks and printer/copier supplies regularly and order as appropriate.
- 3.11. Maintain accurate invoice and delivery records.
- 3.12. Ensure that cheque signatories are current, updating as necessary.
- 3.13. Record tasks using Ms Outlook for monitoring purposes.
- 3.14. Manage all aspects of health & safety relating to the BCVS office and maintain necessary records.

4. Joint Responsibilities

- 4.1. Teamwork is essential to the smooth running of the organization. All members of staff are required to play an active part. Duties include helping to maintain cover of the office and dealing with calls. The Finance Officer is required to follow all organizational policies and procedures and co-operate to ensure that the organization meets the requirements of contracts and other funding arrangements.
- 4.2. This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. It is expected therefore that the post holder will undertake any other duties that may be assigned by line management commensurate with the grading of the post.

Date: March 2010