

Role: Finance Officer for The Mill

Pay rate: £23 per hour on a self employed basis

Commissioned hours: up to 15 hours per calendar month, which is likely to include quarterly evening trustee meetings

Reporting: The Centre Manager

About The Mill

Our Vision is of a strong local community where people love to live, and know and care for their neighbours.

Our Mission is to provide a welcoming, positive, accessible and inclusive space at the heart of Walthamstow, and work with the local community to make things happen.

We are a hub for local people to come together, get to know their neighbours, and grow their ideas for groups and activities that benefit our community.

About the role

We are looking for an experienced Finance Officer to manage The Mill's finances and to provide vital financial information, strategic direction and planning to The Mill's board. This is a freelance role, offered on a twelve month agreement, with an opportunity to renew the agreement thereafter.

You will be a qualified bookkeeper or accountant with significant bookkeeping experience in a small firm or charity, or social enterprise, and have a current registration number from a bookkeeping or accountancy qualified body. You will have up to date knowledge of the legal requirements of payroll and bookkeeping. You will possess strong numeracy skills and have experience of SAGE.

You must be a good communicator with strong IT skills, able to work on your own initiative and meet deadlines set by the Centre Manager and the trustees. You will work with staff and volunteers at The Mill as required, to ensure the financial management and reporting is achieved according to The Mill's financial procedures and the needs of the charity's management.

You will be asked to attend trustee meetings - typically once a quarter - and management meetings on some occasions, which may be in the evenings. The hours worked can be flexible, and usually average around 10 hours per month. The agreement is flexible for up to 15 hours a month to allow for fluctuations in workflow especially around the year end time. In general, you will be free to set your own working patterns and processes, but at times we will ask you to attend meetings with colleagues, trustees, etc, at particular times, and the Centre Manager and Treasurer will liaise with you to ensure that the reports you are producing meet the requirements of the team and trustees.

Principal areas of responsibility

- Reconciliation and banking with statements and SAGE.
- Creation of receipts for cash transactions on banking records.
- Purchase and customer ledger, matching and coding invoices, cash allocation and raising of invoices
- Debt management and maintenance of debtors ledger
- Managing petty cash system
- Payroll - managing monthly payroll with full calculations, PAYE, P45 and P60 using Sage One payroll.
- Managing pension contributions.
- Creation of monthly profit and loss accounts for trustees, showing full year information for comparisons
- Provide strategic analysis showing where The Mill could improve its financial management, highlighting risks and keeping the trustees abreast of current financial information and opportunities.
- Creation of quarterly management reports against budget showing expenditure, income, balance, grant release and salary showing showing full year data for comparisons.
- Support and preparation in the annual budget setting process led by the Treasurer and Trustees
- Compilation of year end accounts and liaison with Independent Examiner, including to support production of the Charity's Annual Directors' Report.
- Support on The Mill's Gift Aid activities and submissions
- Adhere to The Mill's vision, constitution and policies.

Personal Specification

Education/Qualifications

- A relevant bookkeeping and/or accounting qualification

Essential Skills, Knowledge and Experience

- Bookkeeping and accounting experience, with proven record of good financial management.
- Knowledge of the context of bookkeeping within a charity.
- Up to date knowledge of bookkeeping, accounting and HMRC regulations
- Proficient in use of SAGE 50 and SAGE Payroll
- Excellent attention to detail and accuracy in all work
- Proven record of providing strategic reports and recommendations based on financial data to a board, or head of organisation.
- Excellent written and verbal communication skills.

- Good organisational skills and experience of successfully meeting deadlines set by others.
- Reliable, and able to work without supervision and on own initiative.
- Ability to provide advice or insight on upcoming financial issues or events.
- Good computer skills including Word, Excel and Google Suite (Mail, Drive & Calendar)
- Experience in producing annual accounts and working with independent examiner
- Able to adhere to The Mill's vision, constitution and policies.

Desirable Skills and Experience

- Able to work effectively in a volunteer led environment with The Mill's diverse staff, volunteers and users
- Experience of managing NEST or a similar pension scheme for auto enrolment