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**Business & Finance Officer – Job Description – Job Description, Person Specification & Competencies**

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| **Name of Employee** |  |
| **Date of Issue** |  |
| **Department/Location** | Head Office – Worthing – occasional travel to other sites across West Sussex |
| **Reporting Line** | Finance & Resources Manager |
| **Grade / Hrs / Duration** | Grade 3/4 hours 37.5 |
| **DBS – Level Required** | Basic |
| **Location/s** |  |
| **Competency level** |  |
| **Job Summary** | |
| West Sussex Mind is a local Mental Health charity providing support to people with mental health problems and also undertaking work to challenge stigma and raise awareness around mental health in local communities. The role of the Business and Finance Officer is to take responsibility for leading all day to day finance and resource management tasks for WSX Mind. | |
| **Scope & Accountabilities** | |
| Potential to line manage administration staff or volunteers | |
| **Key Tasks** | |
| **Finance**   1. Undertake all data entry/bookkeeping tasks on Sage, including allocation of management costs, staffing and other costs to specific budgets. 2. Maintain systems and accounting records carrying out appropriate system or account checks and reconciliations. 3. Manage credit control activities: receive, check, pay and entry to Sage all creditor invoices, staff/volunteers/service user expense claims, collate pay & record entry to Sage for any credit card payments made, arranging new cards for eligible employees and cancellations where necessary. 4. Undertake finance related administration including data entry, raising invoices, banking and other day to day tasks. 5. Ensure all payroll information is collated and sent to our payroll provider within agreed timeframes. 6. Oversee the implementation and maintenance of fundraising systems and process for donations, Gift Aid, fundraising income through websites and community fundraising. 7. Provide budget and cost information to staff to support fund-raising bids and tenders 8. Being day to day lead for the WSX Mind pension scheme ensuring we are compliant with auto enrolment and that all records are being maintained and shared. Also being key point of contact for staff enquiries and making sure new staff are informed about advised etc.   **Business Management**   1. Ensure that we hold up to date contracts for and with all suppliers including for – IT, insurances, utilities, premises management etc. - Maintain records of all supplier contracts and act as a key point of liaison with all suppliers around contracts and queries relating to these 2. Lead on contract renewal or proposed changes ensuring best value for money and where appropriate securing alternative supplier quotes and supporting any tendering which is to be undertaken 3. Support and assistance, where needed, to the premises maintenance function within the organisation and liaising with service managers. 4. Oversee annual maintenance and renewal programmes liaising with service managers around maintenance and renewal budgets and overseeing that annual maintenance programmes and renewals are undertaken including organising quotes and making decisions around work to be taken. 5. Provide adhoc basic cover and support around routine IT issues and problems when required or referral to our external IT company for IT support where necessary 6. Potential need to Manage day to day relationship with IT support company including working to minimise and oversee IT support spend 7. Maintain IT assets/equipment register and oversee allocation of IT equipment to staff including overseeing authorising and ordering of new IT equipment where this is required. 8. Oversee ordering of head office equipment and office supplies and consumables 9. Overseeing the maintenance and up to date recording on fixed asset register and service inventories working with service managers around this where required.   **General**   1. Provide written and verbal reports as required. 2. Undertake any other tasks and duties as required as requested by the Manager and to meet the requirements of the department. 3. Be aware of and follow all Health & Safety regulations, particularly related to work surroundings. 4. Adhere to all WSX Mind policies and procedures. | |

**Person Specification** - The specific skills, knowledge and abilities required of an individual to be able to effectively perform the role.

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| **Essential Experience/Qualifications** |
| * At least 3 years-experience working in a busy financial function within an organisation or finance being a significant element of a role within a business administration role. * Experience of using Sage accounting system, or equivalent accounting package * Experienced IT user with excellent knowledge of office 365 |
| **Preferred Experience/Qualifications** |
| * Experience of working in a charity finance and resources role * Finance qualification e.g. Have, or working towards, AAT Level 3 or other relevant professional training. * Experience of payroll preparation and reconciliation * Experience with supporting others with general IT support and queries |
| **Professional & Technical Knowledge, Skills and Abilities** |
| * Knowledge of and confident user of SAGE accounting system, or equivalent accounting package * Strong financial management, book-keeping and administration skills * Good understanding of financial systems and the practices and controls surrounding them. * Ability to communicate effectively in person, in writing and over the telephone with internal and external stakeholders. * Ability to resolve problems/issues or undertake system/account reconciliations effectively and efficiently. * Ability to prioritise tasks and work accurately under pressure within prescribed deadlines. * Confident, organised and methodical in approach to work with strong attention to detail. * Ability to contribute and collaborate as part of the WSX Mind Head Office Team. * A commitment to the wider work of WSX Mind and Mind’s mission and values. * Highly proactive and demonstrating ability, commitment and motivation to learn and develop |

I have read and understood the Job Description, Person Specification and Competencies/Indicators required for my role and agree to fulfil the requirements of this role.

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| **Signed: Staff member** |  | **Date:** |  |
| **Signed: Line Manager** |  | **Date:** |  |