

<b>Finance Officer Unseen</b>	
<b>Location</b>	Unseen's Head Office, Bristol or remote
<b>Reports to</b>	Financial Controller
<b>Purpose</b>	<p>The Finance Officer post will be based at Unseen's head office in central Bristol and the primary role will be to work with the Financial Controller and Admin and Operations Coordinator on the day to day financial processes of the Organisation.</p> <p>Responsibilities will primarily consist of:</p> <ol style="list-style-type: none"> <li>1. Monitor, respond and follow up on all incoming communications to the finance inbox</li> <li>2. Process all purchase invoices, receipts and staff expenses</li> <li>3. Raise sales invoices and perform basic credit control function</li> <li>4. Support the Financial Controller with bank account management and reconciliation and finance admin</li> <li>5. Set up outgoing payments including Payroll and supplier payment runs</li> <li>6. Provide financial support to frontline teams and facilitate client subsistence payments</li> </ol>
<b>Salary Range</b>	£20,231 per annum (Pay Point 14), pro-rata for part-time
<b>Hours of work</b>	Part-time: 20 – 22 hours per week
<b>Entitlements</b>	Full-time staff receive 33 days holiday inclusive of bank holidays. Part-time staff will receive pro-rata equivalent. Unseen has an opt-out pension scheme.

## **RESPONSIBILITIES & DUTIES**

- 1. Monitor, respond and follow up on all incoming communications to the finance inbox**
  - 1.1. Monitor the shared finance inbox daily and categorise emails for appropriate members of the finance team for actioning
  - 1.2. Process and file emails according to action needed in line with finance email procedure.
- 2. Process all purchase invoices, receipts and staff expenses**
  - 2.1. Process purchase invoices through Receipt Bank system and code and publish to accounting software, Xero
  - 2.2. Process all receipts through Receipt Bank and code and publish to accounting software, Xero
  - 2.3. Upload staff expenses to Xero, code and action for payment by adding to supplier payment run
  - 2.4. Create supplier payment schedule for Financial Controller by Wednesday deadline each fortnight
- 3. Raise sales invoices and provide basic credit control function**
  - 3.1. Draft sales invoices as requested by teams across the Organisation including Training, Fundraising, Business Services and SLT
  - 3.2. Send sales invoices after approval from Financial Controller

- 3.3. Raise sales invoices for frontline teams for items that come under the Survivor Support Fund
- 3.4. Obtain purchase order numbers from customers that require a PO for invoicing
- 3.5. Complete new supplier forms and portal set ups as required

**4. Support Financial Controller with bank account management and reconciliation**

- 4.1. Import bank statements to Xero weekly
- 4.2. Reconcile bank statements and transactions on Xero accounts
- 4.3. Reconcile fundraising donations from GoCardless, Just Giving and Stripe on Xero
- 4.4. Monitor and top up bank accounts by making transfers between accounts as required and in line with finance schedule

**5. Set up outgoing payments**

- 5.1. Conduct supplier payment run fortnightly
- 5.2. Create staff expenses CSV import sheet for bank import
- 5.3. Conduct Payroll import monthly
- 5.4. Set up HMRC PAYE payments monthly

**6. Provide financial support to frontline teams and facilitate client subsistence payments**

- 6.1. Manage the Unseen admin function of the PFS system used for client subsistence (including managing float balance)
- 6.2. Order replacement stock of cards from TSA
- 6.3. Allocate cards to new clients/ replacement cards as requested by Service Managers
- 6.4. Create weekly payment schedules for clients being paid by PFS card
- 6.5. Create weekly bank imports for clients being paid by BACS

**7. General (all staff)**

- 7.1. Promote the vision, aims and objectives of the organisation and ensure that all contacts with external people and organisations fully reflect the professional approach of the organisation
- 7.2. Understand and comply with all relevant legislation and adhere to organisational and operational policies, procedures and administrative procedures
- 7.3. Undertake any other duties as required and requested

**PERSON SPECIFICATION**

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No	Criteria
	<b>Essential Knowledge, Skills and Experience</b>
1	Experience of processing invoices and receipts
2	Excellent time management skills and ability to work to strict finance deadlines
3	Experience of working with an accounting/ finance database or software such as Xero, Receipt Bank etc.
4	Experience raising sale invoices
5	Experience of bookkeeping tasks including payment and bank reconciliation
6	Good command of Excel and using spreadsheets
7	Experience of coding transactions
8	Experience of finance admin
	<b>Desirable Knowledge, Skills and Abilities</b>
9	Experience of working in a charity sector
10	Experience of working and communicating with a range of external stakeholders

11	Experience of working with fundraising teams to reconcile charitable donations
12	Experience or basic understanding of VAT for VAT registered charity
	<b>Values</b>
13	Commitment to social justice issues and the restoration of vulnerable people
14	Proven understanding of and empathy with the needs of those impacted by having been exploited, trafficked and enslaved
	<b>Other</b>
15	Ability to manage multiple competing tasks and prioritise accordingly
16	Good attendance record & time-keeping record
17	Ability to demonstrate resilience and work under pressure