

JOB DESCRIPTION
WILLIAM BENDLOWE CHARITY (Reg No. 241285)
OPERATING IN SHALFORD & SURROUNDING AREAS

Position: Finance Manager
Reporting To: Trustees

ROLE PURPOSE

To accurately record and report on all aspects of finance for the Charity ensuring that the Charity's financial policies are adhered to at all times.

Key Responsibilities

- Accurately recording all day-to-day financial transactions of the Charity
- Timely bank reconciliations
- Monitoring and reimbursement of expenses incurred in accordance to the Charity's Finance policies
- Preparation and presentation of Management and Financial Accounts as and when required
- Annual submission of Return to the Charity Commission
- Recording expenditure and income in order to be able to report on the results of Events held
- Handling, recording and banking cash regularly
- Inputting on-line payments for authorisation
- Ability to raise cash flows an advantage but not essential
- Liaise with Events Co-Ordinator and other Trustees in order to Raise Funds as and when necessary

Key Skills

- Strong technical knowledge of Accounting
- Computer skills excel, on-line banking, word, web etc
- Working knowledge of On-line banking (payments and authorisation)
- Working knowledge of Accounting Software an advantage

Key Attributes

- Willingness to work as a team offering to assist other members of the Charity when necessary especially if possessing the required skills, experience etc needed
- Aptitude for completeness, accuracy, reconciliations whilst demonstrating an eye for detail and meeting deadlines

Name: Date: