

Community Development Finance Association



Finance Officer

Job Description

Responsible to: Head of Finance and Operations

Salary: £26,000, on a full time basis (37.5 hours), 25 days annual leave

Core purpose:

- To ensure effective implementation of CDFA's financial operations
- To provide full financial reporting

Key responsibilities:

- To comply with financial reporting requirements of all funders
- To prepare for, and help compile, monthly management accounts
- Working with Head of Finance and Operations, to prepare for and service the annual audit
- To help in the drafting of organisational and project budgets, including support for CDFA staff in compiling bids
- To manage the payroll contract with CDFA's outsourced provider
- To oversee CDFA staff, Board and associate expenses
- To support the development of CDFA's financial procedures
- To maintain accounts, in particular book-keeping, journals, management reports, VAT returns, credit controls
- To provide the financial services elemental to the delivery of CDFA's programme of wholesale funds

Person Specification

Experience:

- Producing management accounts
- Developing and monitoring budgets
- Preparing statutory accounts
- Using an online banking system to process payments
- Working in a small office environment
- Administrative work including filing and typing
- Office-related IT including Microsoft Office suite

Abilities:

- Sage Line 50 and QuickBooks competency
- Strong organisation and time management skills
- Ability to work on own initiative and deliver to tight deadlines
- Maintaining a flexible and responsive attitude

Core competencies (applicable to all CDFA staff):

- An understanding of, and empathy with the CDFI movement and its underpinning principles of social justice
- A strong commitment to working as part of a team
- A commitment to principles of diversity and equality
- Entrepreneurial flair and commitment to applying this in the shared pursuit of CDFA's vision
- Making best use of new technologies across all CDFA work areas