

JOB DESCRIPTION

<u>Job Title:</u>	Finance Officer
<u>Department:</u>	Finance
<u>Reporting to:</u>	Finance Controller

Purpose of Role

To ensure accurate financial processing and sound financial management across multiple functions within the Trust and the Varrier Jones Foundation.

Main duties

Banking & Cash Management

- a) To prepare monthly bank reconciliations for all Trust bank accounts and for the bank account of the Varrier Jones Foundation.
- b) To review bank transactions and allocate to the appropriate ledgers within the open accounts software.
- c) To record, process and bank all cash and cheque income received directly, either in person or via post in line with the Trusts' procedures.
- d) To administer all petty cash floats and to post petty cash transactions to the accounting software.

Income Management

- a) To process and manage the Trusts monthly direct debit cycle and to ensure collections are made in line with the relevant direct debit guidance.
- b) To take payments from customers either directly onsite or by telephone.
- c) To record all income that is not supported by a sales ledger to open accounts and ensure appropriate records are maintained for income

received including, but not limited to rental income, donations, self-billed income and retail income.

- d) To review and process the income received from Cambridge County Councils CRIP payment system.
- e) To work with the Trusts' Housing department ensure rental income is accurately recording on the Pyramid system in a timely manner.
- f) To maintain a register of contracts and funding agreements to support the income invoiced by the Trust.
- g) Oversee the rent collections to the Varrier Jones Foundation ensuring that rents collected are in line with lease agreements.
- h) To monitor gift aid claims and to submit gift aid claims to HMRC in line with the required guidelines.

Expenditure

- a) To maintain a list of authorised signatories for the Trust expenditure
- b) To set up new suppliers on the Trusts' accounting software in line with the agreed process.
- c) To carry out procurement of resources as required for the finance team.

Administrative Duties

- a) To manage the annual renewal process for the Trusts' and Varrier Jones insurance premium.
- b) To act as the first point of contact with the Trusts insurers and to deal with queries and claims as and when they arise.
- c) To ensure all insurance claims are recovered in an appropriate manner.
- d) To monitor the inboxes of the finance team and ensure queries are dealt with in the timely manner.
- e) To manage the Trusts administrative relationship with the Trusts bankers ensuring ordering of banking stationary and other sundry items.

f) To support the Director of Finance and the Financial Controller in the preparation for Committee meetings as required.

g) To act as a systems administrator for the Trusts Sharepoint site.

Delivering the service

a) Ensure all relevant policies and procedures e.g. Safeguarding and Health and Safety are adhered to.

Date of description: January 2019

Prepared by: Financial Controller