

Finance Officer

The Kings Arms Project was started over 30 years ago as a response to seeing people sleeping rough on the streets of Bedford. Founded on the Biblical mandate for social justice, we have grown into a charity which works with the local community and National Government. We provide professional advice, innovative solutions and person centred care to those at risk of homelessness and social isolation.

Our Vision

Every person thriving in a place they call home, living a fulfilling life in community

Our Mission

To tackle homelessness, displacement and social isolation by

- Providing opportunities for people to thrive and have a home
- Connecting people into meaningful communities.
- Demonstrating the love of Jesus
- Advocating for Justice

Our Values

Hope – We believe there is hope for everyone, always

Community – We all thrive when are connected in community

God is Good – We depend on God and His goodness for everything we do

Learning & Excellence – By seeking to learn, listen and grow we are better able to achieve excellence in all that we do

JOB DESCRIPTION

Hours:	40 hours per week
Pay:	£24, 524 per annum
Benefits:	Pension Scheme, Life Insurance, Employee Discount App
Accountable to:	Head of Operations
Line Manager:	Head of Operations
Holiday:	25 days per annum + bank holidays
Probation:	6 months

SUMMARY OF POST

Key internal relations: Head of Operations, Finance and Operations Assistant, Accountant, CEO, CEO Executive Assistant, internal budget holders.

Key external relations: HMRC, KAP appointed auditors, external finance departments of funders and contract holders.

The role of Finance Officer sits within the Operations department of a growing Charity. Reporting to the Head of Operations this role is an ideal opportunity for someone seeking to develop their career within the finance industry.

You will be keen, hard working with an eye for detail and an ability to analyse financial data and to present findings. Working together with our Finance and Operations Assistant you will complete key processes (and not exclusive) payroll, credit control, monthly reporting, and forecasting processes and monitoring cash flow.

The role has a Genuine Occupational requirement (GOR) that the candidate is a practising, Christian.

MAIN DUTIES & RESPONSIBILITIES

Working together with our Finance and Operations Assistant, the role will include:

- Cash flow management, including reporting, journalling and raising issues with appropriate hotspots.
- In conjunction with the Fundraising Manager, overseeing & developing tracking process of spending against designated funding, ensure that all spending is assigned in the correct accounts.
- In conjunction with the Head of Operations, identify areas of cost savings including monitoring utility contracts, subcontractors, regular spending patterns and informing senior management if cash flow is at risk of being compromised.
- Ensuring the charity is in line with financial best practice, and championing the correct application of procedures.
- Work with KAP's Accountant and appointed auditors to produce timely and accurate information for the annual financial audit and update the annual budget template following regular budget reviews.
- Managing and developing payroll processes to ensure staff are paid and ensure compliance with HMRC regulations.
- Control and oversight of debtors and creditors to ensure overdue invoices are paid within agreed terms.
- Oversee and develop the structure of KAP accounts, making recommendations to the Head of Operations/Accountant for any suggested changes to the structure.

- As part of a policy update group, review and develop KAP's existing financial policy and procedures and in conjunction with the Head of Operations help KAP team members to follow KAP Finance policy and procedures.
- Maintaining working practices that reflect the overall ethos and vision of KAP, including following our policies, procedures and code of conduct.
- Respecting and supporting the whole KAP staff team, contractors and volunteers
- Taking responsibility for your own workload and your own personal development
- To actively participate in supervision sessions (1-2-1s, team meetings and annual reviews).
- Attending and being involved in team meetings, training, prayer / worship times and social activities, as well as all personal development meetings, including supervisions.
- In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of King's Arms Project.

PERSONAL QUALITIES

The Finance Officer is especially suited for someone who fits the following description:

Experience and knowledge of:	Essential:	Desirable:
Significant experience of using and developing the use of accounting software such as Xero		✓
At least 2 years finance experience, ideally in the Charity Sector		✓
Experience of developing financial systems and processes		✓

Experience of providing information for an annual financial audit and working with external auditing processes.		✓
Qualifications:		
Hold a relevant finance qualification i.e. CIMA/ACCA/ACA qualification		✓
Skills:		
Clear communicator with an eye for detail	✓	
A high degree of personal organisation with the ability to prioritise	✓	
Ability to analyse and interpret financial data and to present findings to Head of Operations/Accountant	✓	
Excellent IT skills including the ability to use Excel for financial purposes.	✓	
Excellent IT, verbal and written communication skills with clients, colleagues and professional agencies	✓	
Good time management skills, including the ability to prioritise and plan work to meet deadlines	✓	
Be able to demonstrate initiative and creativity in finding solutions-orientated thinking to complex issues	✓	
General:		
Ability to maintain a healthy work / life balance	✓	
Be committed to Equality and Diversity, willing to learn and take on responsibility	✓	
Be positive, patient and adaptable under pressure	✓	
Be a committed Christian who is passionate about Jesus (it is an occupational requirement that the post holder is a committed Christian)	✓	

This post would require a DBS check and the taking up of two references.



King's
Arms
Project

PERSONAL DEVELOPMENT

As part of King's Arms Project, it is our desire to invest in you personally with prayer and opportunity. We do so through mentoring, supervisions, and on-going training. It is assumed that you will cultivate a healthy and regular prayer life and bible study as part of your personal development.

Supervision

One-to-one staff supervisions are completed every 4-6 weeks in order to give opportunity to talk through successes, challenges, development/training needs, and other work-related issues as they arise.

Training

Regular on-going training is provided within work hours in the following contexts: Project-wide team training, house team meetings, suggested reading and opportunities for regular professional training.