



EARLY YEARS ALLIANCE
50 Featherstone Street, London EC1Y 8RT
Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: FINANCIAL OFFICER

BASED: NATIONAL CENTRE (HYBRID WORKING)

DEPARTMENT: FINANCE

RESPONSIBLE TO: FINANCE MANAGER

JOB PURPOSE: To maintain accurate and timely financial records using the Alliance's finance software to support the charity's managers and project leads. To carry out timely reconciliations and comply with internal controls.

SAFEGUARDING REQUIREMENT:

The Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To maintain accurate financial records using the Alliance's finance software to support the charity's managers and project leads.
2. Maintain a clear audit trail for all transactions and ensure adherence to company financial controls and approval procedures.
3. To process purchase invoices and staff/volunteer expense claims in the accounts payable module of the finance software:
 - a) Upload invoices and staff expense claims into the electronic approval workflow system (Sage Intacct) and ensure invoices are coded accurately to the correct nominal ledger accounts, cost centres and projects.
 - b) Monitor and chase budget holders to ensure timely electronic authorisation.
 - c) Ensure all invoices and expense claims are approved in line with delegated authority limits.
 - d) Resolve invoice discrepancies and queries with suppliers and internal stakeholders.
 - e) Verify general ledger coding, VAT treatment, and authorisation in line with charity policy.
 - f) Verify supplier bank details in line with fraud prevention procedures.
4. To assist with month-end close, including accruals and prepayments.

5. To administer accounts receivable and credit control for the Payslip Services project:
 - a) Raise sales invoices for the Payslip Service project as advised by the project lead.
 - b) Ensure timely chasing of outstanding debts and inform the project leads of any doubtful debts on a timely basis.
6. To carry out bank and cash management for the Payslip Service and Direct Payments bank accounts:
 - a) Perform timely and accurate bank reconciliations.
 - b) Investigate and resolve discrepancies, ensuring all reconciling items are cleared promptly.
 - c) Monitor daily bank balances and transactions to ensure sufficient funds are available to meet business development cash-flow needs.
7. To collate and record procurement card transactions from card holders against the relevant budgets monthly.
8. To prepare the authorised Bankline bulk list for Direct Payments employee salaries and employer HMRC payments fortnightly as timetabled.
9. To liaise with Finance colleagues, Nursery Managers and Project Managers, to ensure financial information is accurate and reflects the activity of the project.

GENERAL DUTIES

1. To produce both verbal and written reports as directed.
2. To attend virtual and in person meetings as directed including working from the National centre office as required.
3. Provide cover for absence in other finance functions as necessary
4. To attend in-service training as directed.
5. To carry out such tasks and duties as may reasonably be required.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

This job description is not an exhaustive list of duties, and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria

1. Demonstrable knowledge and proven experience of bookkeeping.
2. Proven experience of effectively using computerised financial systems.
3. Experience of effectively using Microsoft Office packages (or similar) and databases with intermediate or advanced Microsoft Excel skills.
4. Good organisational skills.
5. A methodical and accurate approach to work.
6. The ability to work to deadlines.
7. Proven ability to communicate effectively in person and in writing.
8. Ability to work on own initiative and as part of a team.
9. Commitment to attend training as required.
10. Commitment to the aims and strategic objectives of the Early Years Alliance.
11. Understanding of and commitment to safeguarding and equality and diversity and how this is applied in the workplace.

Desirable Criteria

1. Knowledge of VAT.
2. Knowledge of the voluntary sector.
3. Accounting qualification such as AAT.

TERMS & CONDITIONS:

Grade: 3A

Salary Range: £25,202 - £28,491 per annum (pro rata for part-time)

Hours: 35 hours per week, 52 weeks

Allowances: £2,570 London Weighting p.a. (pro rata for part-time)

Annual Leave: 26 days plus 8 days bank holidays (pro rata for part-time)

This post is exempt from the Rehabilitation of Offenders Act (1974) and does not require a criminal records check.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: