

Health for All (Leeds) Ltd

Finance Officer

JOB DESCRIPTION

SALARY	£22,276.80 Full Time Equivalent per annum (Actual salary for 21 hours £13,366.08)
HOURS	21 hours per week
OFFICE BASE	Tenants Hall, Acre Close, Middleton, Leeds 10
RESPONSIBLE TO	Board of Trustees, Health for All (Leeds) Ltd
REPORTS TO	Finance & Business Planning Manager

MAIN PURPOSE OF POST

- To provide financial support to all services and projects delivered by Health for All, including preparation of budgets, management accounts, project reports and returns.
- To ensure all financial information is kept up to date and accurate with guidance from Finance & Business Planning Manager and Health for All's Accountant.
- To ensure financial processes are consistent, timely, high quality and compliant with legal and HFA requirements, which contribute to the long-term goals of the Finance department.
- To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

Duties

1. Produce detailed financial management information and analysis for managers, and the senior management team that is clear, unbiased and understandable.
2. Monitor and enter financial information into the financial systems including the computerised accounts system (QuickBooks) to ensure detailed records are kept and a high level of accuracy is achieved.
3. Work closely with Finance & Business Planning Manager to complete, review and distribute management accounts on a monthly basis.
4. Prepare costs and budgets for funding applications, helping to complete application forms where necessary.
5. Keep up to date financial records of all projects, ensuring income is invoiced, received and reported on time.

6. Responsible for quarterly and monthly financial returns for European funded projects. Ensure all financial returns and monitoring is completed on time and accurately.
7. Work with Finance & Business Planning Manager to prepare and collate annual budgets
8. Carry out banking transactions, authorising transactions, producing cheques, paying invoices, producing journals and issuing invoices.
9. Monitor petty cash held by staff members and implement petty cash audit checks.
10. Carry out reconciliation work and prepare quarterly VAT returns.
11. Maintain up to date grants and contract information both computerised and manual.
12. Assist in the preparation of reports for managers and trustee meetings (including Finance Sub Group, Facilities and Trustees) and attend as deputy for Finance and Business Planning Manager when required.
13. Assist in the preparation of year end accounts liaising closely with the Finance & Business Planning Manager and Accountant.
14. Maintain effective communication with colleagues and all stakeholders at all levels ensuring confidentiality when required.
15. To undertake any further tasks required to further the aims and objectives of Health for All (Leeds) voluntary and community groups, projects and organisations.
16. To carry out the duties of the post with due regard to Health for All (Leeds) policies.