

## Job Description & Person Specification

**Title:** Finance Officer

**Reports to:** Deputy Chief Operating Officer

**Based at:** The HUB, East Stand, 1866 Sheffield Road, Whittington Moor, Chesterfield S41 8NZ

**Job Purpose:** To manage the day-to-day financial transactions of Chesterfield FC Community Trust in line with Financial Policy and Procedure and Charitable Law. The role forms part of the Senior Leadership Team at the Trust and oversees all financial matters.

**Salary:** 26k -32k depending on experience. Senior Leadership pay bandings

Full Time 37.5 Hours per week

**JOB DESCRIPTION**

We are looking for a Finance Officer to take charge of the financial health of the charity by administering accounting operations to meet charitable legal requirements, working alongside Chesterfield Football Club Chief Finance Officer.

The successful candidate should be familiar with audits, invoices and budget preparations. Our ideal candidate demonstrates interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. The role requires excellent organisational skills, communication and be able to handle time-sensitive tasks.

The role is responsible for the day-to-day management of financial transactions and procedures.

**RESPONSIBILITIES**

* Keep accurate records for all daily transactions
* Prepare balance sheets and cash flow forecasts
* Record accounts payable and accounts receivable
* Prepare monthly, quarterly and annual management accounts
* Reconcile bank statements
* Participate in financial audits
* Complete Year End Procedures
* Assist with budget preparation
* Review and implement financial policies
* To process payroll for the charity on a monthly basis complying with HMRC and Company Pension Scheme
* Support grant funding and fund-raising opportunities for Chesterfield FC Community Trust
* To provide financial guidance, direction and support to staff ensuring budgets are monitored
* Cash handling and maintaining petty cash system
* VAT Returns

**REQUIREMENTS AND SKILLS**

* Proven work experience as a Finance Officer or similar role
* Solid knowledge of financial and accounting procedures
* Experience using financial software
* Advanced MS Excel skills
* Knowledge of financial regulations
* Excellent analytical and numerical skills
* Sharp time management skills
* Strong ethics, with an ability to manage confidential data
* Additional professional qualifications
* Promote Chesterfield FC Community Trust in community settings across Chesterfield and Derbyshire to ensure a diverse range of participants attend programmes, and the projects achieve their Key Performance Indicators.
* To liaise with the media department to ensure programmes are promoted accordingly through varied methodologies.
* Consider equality, diversity and inclusion in all activities, with a particular focus around female participation, LGBTQ+ young people, disability, and engaging with ethnically diverse communities.
* Actively promote safeguarding within all programmes and have a clear understanding of the principles of safeguarding.
* To understand and implement the Charity’s Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
* To be able to work flexible hours where the role of the job requires.
* Comply with all Charity policies. To work towards agreed objectives.
* Promote the Chesterfield FC Community Trust brand and ethos in a professional, strong, and positive manner.
* Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
* Hold a commitment to equality and diversity in the workplace.
* Willingness to attend training courses to enhance own professional development including Safeguarding and Equality and Diversity.
* Always demonstrate the Chesterfield FC Community Trust values.

This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

# PERSON SPECIFICATION

# ESSENTIAL

* + Minimum of 2 years’ experience working in the financial/accounting sector or similar

role.

* + Appropriate degree/diploma in finances/accountancy or associated subject, however exceptions will be made for candidates demonstrating a high level of experience.

# DESIRABLE

* + Experience of working in the third sector
  + Knowledge of Club Community Organisations
  + Experience of using Xero accountancy software
  + Part Qualified in ACA, ACCA or CIMA

# EXPERIENCE & SKILLS

* + Previous experience in a similar role within the finance sector
  + Budget monitoring experience
  + A positive attitude towards professional development and their own learning
  + Experience of multiple project management
  + Be able to demonstrate stakeholder relationship management experience
  + Experience of monitoring and evaluation
  + Experience of the auditing process and the Charity Commission
  + Possess excellent IT skills, in particular MS products
  + Demonstrate knowledge of safeguarding principles and procedures.

# PERSONAL QUALITIES

* + Excellent organisation, time management and prioritisation skills
  + Interpersonal skills with the ability to inspire others
  + Good judgement and knowing when to seek advice or support
  + Ability to work within a team and foster good working relationships
  + A friendly, positive ‘can do’ and courteous attitude
  + Enthusiasm, energy, and resilience
  + A commitment to the aims, vision, and values of Chesterfield FC Community Trust
  + Highly motivated, determined, and conscientious
  + Meticulous standards
  + Displays no prejudice when working with others
  + Requirement to have a full DBS check and obtain DBS certificate
  + A passion for the community and making a difference