

Responsibilities of finance role

Monthly

- Post bank transactions for every bank account and reconcile accounts
- Make adjustments for grants payable / reconcile with Salesforce entries
- Calculate and post prepayment and accruals
- Post any invoices due for the month not yet paid
- Post expenses due to staff team not yet paid
- Post wages journal
- Request wages information from outsourced payroll company
- Set up non-grant BACs payments
- Review SAGE print-outs to ensure funds are balanced to Salesforce
- Review SAGE reports with CEO for sense checking and any anomalies
- Batch SAGE reports and produce an information pack for Finance Committee
- Prepare any ad hoc reports for Finance Committee as required
- Provide support to the Treasurer and grants panel and assist with any financial queries
- Advise on VAT exemptions
- Review OCF monthly cash flow requirement and make recommendations for any sweeping of funds on / off deposit

Quarterly

- Calculate dividends due from fund managers and post to trial balance
- Calculate change in value on investment portfolios and post to trial balance
- Calculate OCF contribution chargeable on funds and post to trial balance
- Reconcile and post petty cash
- Calculate depreciation charge and post to trial balance
- Gift Aid claim and accrual for amount claimed
- Forecast year-end out-turn
- Produce quarterly report pack for Finance Committee and summary for Board Meetings

Annually

- Support CEO and Chair in preparation of budgets and business plan
- Provide financial highlights and figures for inclusion in impact report
- Post final budget figures to SAGE
- SAGE year end
- Produce year end file of schedules for auditors and assist auditors during their visit and any subsequent enquiries
- Ensure any audit adjusts are posted to the SAGE accounts system

