

## Job Description – Finance Officer (part time)

<b>Job title</b>	Finance Officer
<b>Salary &amp; Hours</b>	25 hours per month (some flexibility is required). SCP 22-28: £20,661-24,964 FTE, dependant on experience.  Holiday pay will be paid in addition to salary at the rate of 12.07%. Expectation of 25 hours therefore being worked flexibly.
<b>Responsible to</b>	Operations Coordinator
<b>Location</b>	Wellspring's offices, Starbeck, Harrogate North Yorkshire

### Vision

Wellspring's aim is to offer God's love and healing to restore hope, develop resilience and facilitate positive change.

### Objectives

- Provide affordable, psychological support to adults and young people in distress.
- Promote good mental health through education and training
- Be recognised as a centre of excellence within our field.

### Values

We are motivated by our Christian faith, which recognises that the gospel of Jesus has the power to transform and heal lives.

We aim to be ethical in all decision making and are committed to practicing professionalism at all times within our work.

We aim to be a welcoming community to:

- our clients, offering our services to all regardless of gender, sexual orientation, ethnic or cultural background and to people of any faith or none
- our staff, volunteer and trustee team.

We do this through paying great attention to the quality of our relationships, working in partnership through listening and reflection to enable creativity and empowerment in the team.

### Purpose of the role

To manage the financial operations of a small charity in Harrogate.

### Duties include:

- Processing and payment of expenses and invoices
- Production of monthly management accounts and reconciliations from Sage
- Preparation & Administration of budgets and maintenance of forecasts
- Administration of Monthly payroll
- Quarterly VAT reporting



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Towards Wholeness

- Preparing Weekly banking
- Preparation of annual accounts for review in collaboration with the Treasurer
- Ensuring of the smooth running of financial processes and controls
- Liaise with non-finance managers and charity Treasurer
- Handle any financial queries
- Oversee petty cash procedure
- Gift Aid Administration & applications in collaboration with Treasurer.