



Position: Finance Officer
Responsible to: Chief Executive Officer
Pay Scale: Starting Salary £21,000 per annum (pro rata)

JOB PURPOSE

- To support the finance function, management of finance systems and preparation of financial reports
- To provide general office support in consultation with the CEO.

JOB DESCRIPTION

Main Tasks and Responsibilities

Finance:

- Provide day to day administrative support for Lamp's accounts including maintaining SAGE accounts, maintaining ledgers and processing payroll.
- Work closely with the CEO to monitor income and expenditure and cash flow and update the organisation's budget accordingly, as per financial management system in place.
- Provide monthly salary information to external payroll providers.
- Maintain accurate and up to date petty cash accounts
- Act as a point of contact between Lamp and its management accountants and auditors
- Produce financial reports as requested by management and Trustees
- Work with the CEO and Senior Management Team reporting to the Board of Trustees to set the annual budget.
- Liaise closely with the Fundraising and Grants function.
- Process VAT returns

Governance Administration

- Maintenance of records in relation to Charity Commission and Companies House and other statutory and legal bodies

General

- To respond appropriately courteously, and efficiently to all suppliers, supporters, service users and carers who make contact with Lamp.
- To comply with Lamp's policies and procedures
- To take responsibility for producing your own correspondence
- To apply good equal opportunities, practice in all your dealings, in line with Lamp's Equal Opportunities policy
- To undertake other duties as required by the CEO to ensure the smooth running of Lamp.
- To take responsibility for your own health and safety and that of others in line with Lamp's Health and Safety policy

Experience and Skills Required:

- 5 GCSE passes including maths and English along with proven good verbal and numerical skills
- At least 2 years' experience working within a finance function using SAGE is essential.
- Working within the charities sector would be desirable but not essential
- An individual who is committed to a part time career within finance.

Key Role Details:

Hours: This is a part time role. LAMP is keen to offer a flexible working package for the right candidate based on 20 hours a week. Lamp will require flexibility to fit around the business needs. Annual leave: 25 days plus bank holidays pro rata.

The above description is intended to describe the general content and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

To request and application pack please email suelangley@lampdirect.org.uk

Closing Date Monday 1st April.

Interviews: 9th and 10th April