



Employment Opportunity Finance Officer (Trainees considered)

Salary:	£20092 - £25481 (Pro rata & dependent on experience)
Hours of Work:	25-37 hours per week (negotiable)
Location:	Based in Blackburn
Term:	Permanent (subject to funding)

We are looking for an enthusiastic person to join our dynamic and friendly team. You will either have an existing background in finance or be someone that has transferrable skills and is looking for a new challenge (training provided). If this sounds like you, we would love to hear from you!

We are a registered charity, which has been supporting communities and individuals in Lancashire for over two decades and we are now undergoing a period of growth and are looking to expand.

Apply by sending in a CV with an accompanying letter (no more than 3 pages long) telling us why you are interested in working with us.

We will be actively reviewing applications ahead of the closing date, so apply early!

Shortlisted candidates will be invited for an interview, in the format of a "Brew & Chat" with the team.

Send your CV and letter to: office@lancashirebmenetwork.org.uk

For more information you can:

- Call our office on 01254 392974
- Email us: office@lancashirebmenetwork.org.uk
- Visit our website: <https://lancashirebmenetwork.org.uk/vacancies/>

Closing date for applications: Monday 7th of March 2022 @ 5pm. Shortlisted candidates will be notified by the 11th of March 2022.

Lancashire BME Network is an equal opportunities employer.



JOB DESCRIPTION

Job Title:	Finance Officer (Trainee considered)
Reporting to	Chief Officer
Responsible for	LBN Finance Functions
Salary	£20092 - £25481 (Pro rata & dependent on experience)
Hours	25- 37 hours per week (negotiable)
Holidays	27 days (pro rata) & Bank Holidays
Duration	Permanent (subject to funding)
Pension	5% Employers Contribution
Location	Blackburn
Outline of Post	To carry out overall day-to-day financial duties. To manage financial systems and processes and to support the preparation of accounts and reports.
Duties & Responsibilities	<ul style="list-style-type: none"> • To maintain accurate financial records and accounts • To ensure accounts in Quickbooks are properly organised to enable swift and accurate report generation • To generate finance reports for the management team as and when required • To liaise with accountants on accounting matters • To be the first point of contact for all internal and external finance queries • To be involved in financial planning - preparing and monitoring budgets and resource allocations working alongside the Chief Officer. • To assist in generating project budgets for funding opportunities. • To assist with the compilation of finance reports for funders • To lead on the development of annual budgets • To provide financial information and guidance to colleagues • To organise and attend Finance subgroup meetings with Trustees • To conduct financial transactions within required timeframes • To process payments • To work with the Chief Officer and the outsourced accountants in preparation and submission of the annual accounts and statutory returns. • To work with the outsourced accountants in preparing payroll and pension's documentation and making sure payments are actioned on the due date. • To inform the management team's financial decisions • To retrieve delayed payments from third parties <ul style="list-style-type: none"> • To carry out any other finance related duties delegated by the Chief Officer or finance subgroup.
General responsibilities:	To comply with all LBN's policies, including Health and Safety, Confidentiality and Equal Opportunities. To participate in LBN's promotional and social events, working with the Chief Officer and other members of staff.



	<p>To contribute to the mission of LBN to ensure the continuity of the organisation.</p> <p>To perform other tasks associated with the job description as delegated by the line manager.</p> <p>To undertake hospitality duties for LBN visitors.</p> <p>To maintain a clean and safe working environment.</p> <p>To undertake any training as deemed necessary for the role.</p>
<p>Flexibility Clauses:</p>	<p>The nature of this post will require flexibility to meet urgent needs as they arise, this may entail occasional weekend or evening work.</p> <p>This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post.</p> <p>Note:</p> <p>The Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, LBN may effect any necessary change in job content, or may require the post holder to undertake other duties at any location in the organisation's service, provided that such changes are appropriate to the employee's remuneration and status.</p> <p>As a term of your contract of employment, LBN reserves the right to vary your hours of work & require you to work outside the range of your 'typical working arrangements' specified in your Statement of Particulars. This will also include weekend working. LBN reserves the right, at its discretion, to affect this condition of your employment. Should this be necessary, you will be given reasonable notice of any proposed changes.</p>



PERSON SPECIFICATION	Essential	Desirable
Qualifications, Experience, and Knowledge		
Book-keeping or Accountancy qualification or equivalent.	X	
Experience and knowledge of using QuickBooks Accounting software (training can be provided)	X	
Experience of working in a related position for 2 years minimum		X
Experience of managing and prioritising workloads and balancing competing deadlines	X	
Experience of preparing and managing budgets (training can be provided)		X
Experience or knowledge of bookkeeping and financial management	X	
Experience or knowledge of preparing and presenting finance reports	X	
Experience or knowledge of working within the Voluntary, public and private sector & dealing with a wide range of people.	X	
Experience of using Microsoft Office/Excel spreadsheets to produce documents and reports	X	
Skills, abilities & Personal attributes		
Good communication skills in writing and verbally.	X	
Able to work as part of a team or as an individual and use own initiative	X	
Able to work under pressure and to tight deadlines.	X	
Good attention to detail	X	
Enthusiastic, quick learner and adaptable	X	
Other		
Ability to work evenings and weekends		X
Driving Licence		X
Own Transport (insured for business use)		X