

# **Finance Worker**

## **Personal Profile**

### **Essential**

1. Responsibility for accounting and bookkeeping functions for similar sized organisation or larger for at least two years
2. Experience and expertise in use of SAGE
3. Experience and knowledge of payroll systems
4. Experience and knowledge of auto-enrolment pension schemes
5. Experience of VAT returns and understanding of VAT in the charitable sector
6. Ability to use Microsoft software, particularly Excel, to present budgets and reports.
7. Experience of producing management accounts and reports and producing information for monitoring returns to funders
8. Ability to use costs centres in allocating finances and to distinguish between restricted and unrestricted funds.
9. Experience in communication with third parties about finance matters such as pension companies, HMRC, suppliers and similar
10. Experience of managing time, against competing priorities and with a varied workload in a busy environment.
11. A commitment to the aims and objectives of the organisation and its work

### **Desirable**

1. An accounting qualification
2. A knowledge of accounting systems and practice in charities
3. Have worked in the not for profit sector
4. Experience in Legal Aid billing and claims