



BEDFORDSHIRE OPEN DOOR - JOB DESCRIPTION

Job Title: Finance Officer

Part Time: 7 hours per week

Location: Bedfordshire Open Door, 120 Tavistock Street, Bedford MK40 2SA.

Salary: £5,460 per annum

Purpose of the Role

The Finance Officer will work at Bedfordshire Open Door as part of a team managed by the Operations Manager. This is a new role involving a range of finance-related duties for our small charity based in Bedford.

Accountable to: Operations Manager

Main Duties and Key Responsibilities

- Maintaining an Excel cashbook system
- Coding details of invoices paid and donations received into the cashbook
- Reconciling bank accounts to cashbooks
- Track invoices received and organise for authorisation and payment
- Prepare and issue ad hoc invoices
- Maintain the petty cash imprest system and associated records
- Provide necessary information for external payroll Accountant
- Attend Finance Sub Committee chaired by Treasurer
- Develop and maintain good communication and effective working relationships
- Undertake other duties appropriate to the post as required

Requirements and skills

- Proven work experience as a Finance Officer, Bookkeeper or similar role
- Solid knowledge of financial and accounting procedures
- Competent MS Excel skills
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data
- Relevant professional qualification, skills and/or experience