



Job Description

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| Job Title: | Finance Officer |
| Contract: | Permanent, Part-Time |
| Hours: | 21 hours per week |
| Salary: | Negotiable, depending on experience |
| Main Location: | Cheviot Centre, Wooler |
| Reporting To | Operations Manager |

Role Summary

The Finance Officer will manage the day-to-day financial operations of the Trust, including accurate bookkeeping, robust financial controls and regulatory compliance. They will support the Trust by providing financial data for decision-making, auditing and grant management.

Key Responsibilities

- **Bookkeeping & Accounts:** Maintain accurate financial records using accountancy software and manage the Trust's bank accounts
- **Income & Expenditure:** Process supplier invoices, manage payments, and ensure financial integrity of the charity by conducting regular reconciliations of all its accounts.
- **Charity-Specific Finance:** Manage restricted funds, unrestricted funds and Gift Aid claims
- **Payroll & Pensions:** Process staff payroll and pension contributions and handle staff expenses claims, in compliance with internal policy
- **Reporting:** Produce annual operating budgets in coordination with the Ops Manager, provide financial statements and reports as required, monitor budgets and variances and forecast cash flow.
- **Compliance:** Ensure compliance with charity legislation and internal financial procedures
- **Audit Preparation:** Prepare financial records for auditors in line with HMRC/Charity Commission/Accountancy reporting guidelines
- **Grants Support:** Assist with grant applications, monitor project spending and create financial reports for funders

Required Skills and Qualifications

- **Experience:** Professional qualification or suitable experience in accounting & finance.
- **Technical Skills:** Strong proficiency in XERO accounting software and excellent IT skills, numeracy and financial awareness. Previous payroll, budget and bookkeeping experience.
- **Attention to Detail:** High level of accuracy in data entry and analysis.
- **Knowledge:** Understanding of charity and tax compliance (Gift Aid) is highly desirable.

General Requirements

- Excellent communication, organisational and time management skills
- Able to work independently as well as being a strong team-player
- Be proactive, bring ideas and suggestions and contribute to continuous improvement
- Adhere to The Glendale Gateway Trust's policies and procedures
- Undertake other duties and responsibilities as appropriate and work flexibly as part of a small team.

To apply for this role, please send a covering letter and CV to lesley@wooler.org.uk