



Job Description

Job Title	Finance Officer
Salary	A Part Time Role of 16 hours per week offering an annual salary of £19,200 pro rata (FTE equivalent £45,000 per annum)
Core Working Hours	16 hours per week Monday – Friday between 8.30am and 5pm
Main Work Location	Aylesham Community Trust, Ackholt Road, CT3 3AJ. Remote working is possible with agreement of ACT
Reports to	CEO
Staffing Responsibilities	No
Key Customers	ACT; Business tenants; suppliers; partners and funders
Budget Responsibility	Yes
Asset Responsibility	Yes

Job Overview

The purpose of this role is to ensure that the day-to-day financial activities of the charity are running smoothly and that the systems are robust and operating in line with the ACT charitable objectives, mission and strategic priorities. You will work closely with the CEO and Operations Manager to support strategic financial planning. The ability to provide financial knowledge and competency to support well-informed high level financial decisions would be an advantage.

We are looking for someone who can, ideally, be based onsite at least 1 day a week at The Aylesham Community Trust, Ackholt Road, Aylesham CT3 3AJ. However, we will consider reasonable requests for remote working.

We are offering the role on flexible terms. We welcome applications from suitably qualified candidates who want to join our payroll and/or candidates who would prefer to work as an associate with an agreed day rate.

This role is offered on a 1 year fixed-term contract with an excellent opportunity for extension after this time. There is a probation period of 6 months.

Ackholt Road, Aylesham, Canterbury, Kent CT3 3AJ

Telephone - 01304 842826 Email – info@aylesham.org.uk

VAT registration number 662187916 Charity Number 1050794 Company Number 3114198



Objectives

- Delivering and maintaining robust financial systems and processes that are fit for purpose.
- Reviewing and monitoring existing financial systems and processes.
- Leading on the development of the Trust financial systems and processes to enable them to meet the needs of a Charity that is ambitious for growth.
- Leading on the implementation of new financial systems and processes, including oversight of any necessary staff training.

Main Duties and Responsibilities:

- Budgeting; reforecasting and financial reporting as required by CEO
- Processing income and expenditure payments
- Credit Control
- Maintaining sales and purchase ledgers
- Monthly VAT returns
- Preparation of monthly Management Accounts
- Collating information and liaising with external accountants in the preparations and filing of statutory accounts
- Liaising with Payroll to ensure staff are paid accurately and on time
- Maintain and develop internal controls and supporting with compliance issues
- Issuing and maintaining contractual agreements where required
- Supporting the CEO with strategic financial planning as required
- Supporting the CEO in the Preparation of financial information for the Trustees as required

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AYLESHAM COMMUNITY TRUST

Person Specification

	Requirements	Essential	Desirable
Knowledge & Qualifications	A suitable financial qualification (in full or partly) such as CFA/CIMA/ACA/CPA	✓	
	Charity governance and management		✓
	Industry and legislative financial regulations and best practice	✓	
	Financial monitoring and reporting systems	✓	
	Accounts and accounting processes, preferably charitable	✓	
	Maintaining fixed asset registers	✓	
Experience	Managing accounting systems and processes	✓	
	Budget design and budget setting	✓	
	Producing and presenting accurate financial reports at a strategic level	✓	
	Overseeing and producing Management accounts	✓	
	Production of VAT returns and PAYE including liaising with HMRC	✓	
	Bank reconciliation & general ledger process, systems and tasks	✓	
	Production of cashflows and financial forecasts, especially in relation to project development	✓	
Skills	Excellent written and verbal skills	✓	
	Confident with IT systems, especially Xero and Microsoft Office	✓	
	Committed to working positively in a team	✓	
	Ability to problem solve	✓	
	Personal commitment to progressing equality, inclusion and diversity	✓	
	Commitment of working to the mission and objectives of ACT	✓	

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