

### Job Description

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| **Job Title:** | **Finance Officer - BBO projects** |
| **Salary Range:** | **£26,821 Gross p/a** |
| **Working Hours:** | **37 hours per week** |
| **Contract Type:** | **Permanent** |

**Organisational Relationships of the post:**

**Reports to:** Selnet Chief Executive Officer (CEO)

**Manages:** There are no staff management responsibilities within the post

**Based at:** Unit F28, Preston Technology Centre, Marsh Lane, Preston, PR1 8UQ

**JOB SUMMARY**

The Building Better Opportunities (BBO) projects for Lancashire aim to support those most at risk of exclusion from the labour market and identify, reduce and/or remove barriers to engagement and employment for eligible participants. Selnet is the lead partner for three BBO projects.

This role will work across the three BBO projects, to maintain accurate, effective systems for the financial management of the projects, compiling quarterly project claim information for Selnet that is compliant with the funders requirements and sufficiently robust to withstand EU audit scrutiny. The role will support and assist the CEO to keep proper accounts and financial records to fulfil the Company’s statutory duty, its obligations to its funders and to report to the Selnet Board of Directors.

**MAIN DUTIES, TASKS AND RESPONSIBILITIES**

Maintain up-to-date, accurate and legible financial systems and records for all aspects of the organisation’s operations particularly in relation to the BBO projects.

Plan and control the organisation’s cashflow position through preparation of financial accounting, forecasting and project budgeting and alert the CEO of any potential issues.

Monitor and review regularly the efficiency and effectiveness of the internal financial systems and where necessary make recommendations for improvement.

Ensure the security, correct recording and banking of project income, in line with the company financial procedures.

Work with the team to manage BBO Partner payments and arrange all payments through Selnet’s banking facilities by following the internal authorisation process.

Update quarterly all project partner project budgets based on the claim submitted and payment made.

Liaise with our outsourced payroll company to ensure personnel records are up to date and notify them of any changes in staffing levels in preparation for salary calculations.

Arrange payments in relation to all employment costs for each staff member, including monthly salary payments, HMRC and pension payments following the internal authorisation process.

Manage and record all income and expenditure activity, prepare invoices, ensure good credit control and pursue late payments.

Undertake monthly bank reconciliations using QuickBooks accounting software.

Support the CEO to prepare project cost analysis.

Work with the CEO prior to board meetings and the BBO Strategic Management Board meetings, as appropriate, to advise/support project reporting financial position/status.

Support the external accountants in the preparation and compilation of annual accounts.

**TEAMWORK**

Work positively as a member of the Selnet team providing services to BBO partners and wider organisations.

Deal professionally and proficiently with enquiries from colleagues, business contacts, visitors and members of the public.

Assist with all general office duties as and when required.

**GENERAL CONDUCT**

The post holder will be expected to maintain professional conduct and appearance and adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.

The post holder will be required to sign an agreement of confidentiality in relation to some aspects of the enterprise, work within organisational policies and act in best interests of the organisation at all time.

All staff are expected to conform to the policies and procedures in respect of employment, health and safety, data protection and risk management and acknowledge they have read and understood them.

Staff are also expected to be familiar with the business and operational plan and to support the aims of the company. In line with good practice regular project and team meetings, support and supervision sessions and appraisals are carried out reviewing performance and considering continuing professional development.

*This job description outlines the main responsibilities of the person appointed as* ***Finance Officer.*** *It is subject to periodic review and amendment in the light of development and experience.*

*Please note: This job description is not intended to be exhaustive. The postholder will be expected to adopt a flexible approach to the responsibilities, which may be varied from time to time following discussion with line management. Any variations will be subject to the requirements of the organisation and will be in keeping with the general profile of the post.*

**This post is subject to funding by the Big Lottery Fund and the European Social Fund.**

