

Job Title	Finance Officer	Pay Band:	Staff
Reports to	Head of Finance and Operations	Pay Tier Range:	6.4 - 6T (Tier 6.2 – with no exp/qual)
Occupational Requirement(s):	Active Christian Faith	Status:	Permanent
DBS Requirement:	Basic Check	Work pattern:	15 hours per week
Job Purpose	To enable the mission of Jesus Christ through providing accurate and consistent administration of inHope’s finances.		
Outcomes			
<ul style="list-style-type: none">Reliable financial administration which enables inHope to steward its resources with confidence.Income and expenditure are recorded accurately and on time, ensuring Trustees and the Senior Leadership Team have a clear picture of inHope’s financial position.The Income Team have accurate information relating to donors and fundraisers, enabling them to manage these relationships effectively.The Finance and Operations team functions effectively, with financial processes running smoothly and in line with policy and Charity SORP compliance.Staff experience prompt and accurate financial support enabling them to be effective in their roles.			
Outputs			
<ul style="list-style-type: none">All income and expenditure transactions accurately processed on Xero.Bank accounts reconciled monthly.Gift Aid claims submitted to HMRC.Donor records and financial data maintained to a high standard, ensuring compliance and audit readiness.Accurate information prepared to support management accounts and statutory reporting.			
Key Tasks			
Finance Team <ul style="list-style-type: none">Regular receipt, recording and processing of all donations, including BACS transfers, cheques and cash.Regular banking of cash and cheques.Regular receipt, recording and processing of all invoices, expense forms and other requests for payment.Dealing with supplier enquiries regarding payments outstanding or made.Ensure all petty cash payments and receipts are recorded and processed correctly.Download reports from online giving platforms, CRM system and update accounts system (Xero).Regular Gift Aid claims to HMRC, ensuring accurate Gift Aid records are held on the database.Regular reconciliation of the bank accounts.Assist in ensuring accurate donor records are held.Assisting in the preparation of the monthly management accounts and statutory accounts, as required. General Duties <ul style="list-style-type: none">Assist with general reception duties as appropriate.Christian pastoral care for colleagues within inHopeTo participate in, and sometimes lead, tasks and other activities that further the ministry of inHope from time-to-time.Represent inHope publicly, including participation in public awareness and supporter activities.			
Key Attributes			
Person Statement <p>An organized and numerate person with a track record of serving others through their finance administration skills and helping the team to be more effective. A detailed person with the ability to concentrate on the task at hand and get it right first time. Has a sense of call to use their skills to serve the mission of the organization.</p>			
Key Skills, Experiences and Qualities			
Essential <ul style="list-style-type: none">Maths and English to GCSE Grade C or equivalent (e.g. BTEC L2) and completed their secondary education.Experience of accounts administration.			

- o Experience of using the Xero accounting software, or similar products.
- o Ability to plan and prioritize their own workload effectively.
- o Planned and organised, able to manage expectations and priorities from different stakeholders.
- o Experience of using database systems.
- o Positive, optimistic and resourceful when dealing with obstacles and change.
- o Intermediate IT competence in using M365 apps and cloud-based tools. [M365 Proficiency Scale.pdf](#)

Desirable

- o Educated to A Level or equivalent.
- o Has knowledge of inHope's client groups, their needs and hopes, and approaches to providing services that meet those needs.
- o Has or be working towards an AAT certificate or related accountancy qualification.

Key Relationships

Team

- o Reports to the Head of Finance & Operations or their delegate.
- o Member of the Finance & Operations Team.

Primary Relationships

- o Line managed by the Head of Finance and Operations, with regular review meetings to discuss progress against role outcomes, outputs, personal and team wellbeing and development.
- o Member of the Finance and Operations Team, liaising with the other Finance Officer to ensure that workload is shared equitably and that tasks are understood and completed.
- o To work with suppliers, building relationships, addressing problems and assisting with their enquiries.
- o Work cooperatively with the CEO, Income and People teams, and the Service Delivery team.
- o To positively engage with appropriate self-development and appropriate external training.
- o Fully participative member of the staff team attending staff meetings, prayer times and events, establishing good and supportive working relationships.