23 December 2024

Dear Applicant,

Thank you for your interest in the post of Finance Officer.

In this pack you will find:

* Job Description
* Person Specification

On our website at [metrocharity.org.uk/jobs](https://metrocharity.org.uk/jobs/) you will find:

* Application Form
* Guidance Notes for Applicants
* Monitoring Form
* Our Equal Opportunities Policy Statement

Please note that CVs will not be considered as part of your application, we will be short-listing from fully filled out application forms only.

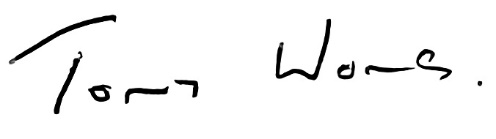
Your completed application form should be sent to arrive no later than 9:00am on Friday, 10th January 2025 by email to [recruitment@metrocharity.org.uk](mailto:recruitment@metrocharity.org.uk). Please include your full name in the message subject line. Your email including attachments must not exceed 5MB in size. Please also complete the Equality and Diversity monitoring form which can be found on our website at the link above.

Interviews will take place in the week beginning 20th January 2025.

For further information regarding this post, please contact our Director of Finance by emailing [mustaffa.harun@metrocharity.org.uk](mailto:mustaffa.harun@metrocharity.org.uk), our HR team by emailing [recruitment@metrocharity.org.uk](mailto:recruitment@metrocharity.org.uk), or by calling 020 8305 5000.

We look forward to hearing from you.

Best wishes



Tony Wong, CEO

# Job description

## Key details

|  |  |
| --- | --- |
| Job title | Finance Officer |
| Employment status | Full time |
| Duration | Permanent |
| Salary/Wage | £29,500 |
| Hours | 35 hours a week, Monday - Friday. |
| Line manager | Director of Finance/Finance Business Partner |
| Employer | METRO Charity (The Metro Centre Ltd) |
| Location | METRO embraces hybrid working, but the two locations of work will be METRO’s Woolwich and New Cross offices. |
|  |  |

## Job outline

Reporting to the Director of Finance and METRO's Finance Business Partner, the Finance Officer will work in a small and friendly team, managing the charity's sales and purchase ledgers in Xero.

## Role

This role will oversee the weekly processing of staff expenses, and analyse variances on income and expenditure on a monthly and quarterly basis. Other key responsibilities for the role include providing assistance and support to colleagues with their financial requests and queries, assisting with financial reporting (when needed), and proactively identifying and evaluating improvements to financial processes and systems to enhance efficiency, accuracy and compliance.

## Main tasks

1. Be responsible for Sales Ledger invoicing and Purchase Ledger invoices in Xero and to ensure:
   1. sales invoices are raised correctly and on time with invoicing cycles
   2. reconciliation of Sales Ledger and Aged Debtors at month end
   3. suppliers’ invoices are correctly posted in Xero in time for month end
   4. reconciliation of Creditors Ledger and Aged Creditors at month end.
2. Ensure the timely and accurate processing of staff expenses every Thursday.
3. Good knowledge of Xero accounting software.
4. Day to day management of Xero.
5. To prepare weekly payment run on Thursday backed with Aged Creditors report.
6. To have a thorough understanding of METRO’s contracts for sales invoicing, credit control and reconciliation.
7. Bank reconciliation at month end.
8. To process and reconcile SOLDO card transactions on a monthly basis.
9. To analyse variances on Income & Expenditure on monthly and quarterly basis.
10. Provide assistance and support to colleagues with their financial requests and queries.
11. Assist with financial reporting as guided by DoF/FBP (when needed).
12. Proactively identify and evaluate improvements to financial processes and systems to enhance efficiency, accuracy and compliance.

## Other duties

1. Adhere to METRO policies and procedures at all times.
2. In line with METRO’s policy on Information Governance (IG), confidentiality and data handling, you will be expected to undertake, pass and maintain the required IG modules as indicated by your line manager.
3. Ensure sensitive and confidential recording and handling of information in accordance with the Data Protection Act, GDPR regulations and METRO’s Information Governance policies.
4. In line with METRO’s policy on Safeguarding, you will be expected to undertake, pass and maintain the required Safeguarding Training modules as indicated by your line manager.
5. Attend regular supervision, and to undertake appropriate training as agreed. Maintain and update knowledge, skills and undertake continuing education in accordance with personal and service needs within a framework of a personal development plan.
6. Undertake any other appropriate duties as requested by the Director of Finance/Finance Business Partner.

# Person specification

|  |  |  |
| --- | --- | --- |
| Knowledge & Experience | Skills & Abilities | Essential  /Desirable |
|  | Technical Skills: Strong understanding of accounting principles and financial management particularly in the charity sector. | Essential |
|  | Analytical Skills: Ability to interpret financial data, identify trends and provide meaningful insights to support decision-making. | Essential |
|  | Communication Skills: Strong written and verbal communication skills for reporting financial data to non-finance stakeholders. | Essential |
|  | Attention to Detail: High level of accuracy and attention to detail in financial reporting and record keeping. | Essential |
|  | Integrity: Commitment to handle confidential information responsibly. | Essential |
|  | Proactive: Ability to identify process improvements and take initiative in solving financial challenges. | Essential |
|  | Collaborative: Team player with flexible approach and willingness to work and support diverse stakeholders. | Essential |
| A recognised accounting qualification (eg AAT, CIMA, ACCA, ACA or equivalent) or working towards such certification. |  | Essential |
| Minimum 2 years of experience in financial and management accounts. |  | Essential |
| Proven experience in budgets, assisting in preparing financial reports. |  | Essential |
| Experience in analysing and processing financial data. |  | Essential |
| Proficiency in Xero and Microsoft Office suite particularly Excel. |  | Essential |
| Thorough understanding of SORP, including fund accounting and the Charity Commission's reporting requirements. |  | Essential |
| Awareness and adherence to best practices in financial governance and internal controls. |  | Essential |
| Familiarity with restricted and unrestricted funding reporting according to SORP. |  | Essential |
|  | Ability to work independently and prioritise workloads to meet deadlines. | Essential |
|  | Excellent problem-solving skills and the ability to adapt to meet METRO’s needs. | Essential |
|  | Strong organisational skills with the capacity to manage multiple tasks simultaneously. | Essential |
|  | Strong interpersonal skills with the ability to build positive working relationships with non-finance colleagues. | Essential |
|  | Ability to analyse financial data and provide insights to trend analysis. | Essential |
|  | Problem-solving skills. | Essential |
|  | Ability to support non-financial colleagues in understanding financial processes and reports. | Essential |
|  | Strong knowledge of double entry bookkeeping. | Essential |
|  | Strong knowledge of accounts payable and receivable processes and best practices according to SORP. | Essential |
|  | Strong knowledge of financial accounting and management accounting reporting. | Essential |
|  | Strong knowledge of P&L and Balance Sheet reconciliations. | Essential |
| Commitment to the mission and values of METRO. |  | Essential |
| Ability to build and maintain positive working relationships with colleagues and external stakeholders. |  | Essential |