

# Moseley Community Development Trust

## Job description – Finance Officer

### Job purpose:

To ensure the sound financial management of the charity.

### Key objectives and performance areas

1. Administer the financial monitoring systems.
2. Drafting of budgets and forecasts for the CDT
3. Implementation of guidance from the Charity Commission.
4. Provide external financial services for the CDT

### Job functions

1. Lead the financial management of the CDT including:
  - 1.1 Leading the annual audit process and calculation of end of year accounts.
  - 1.2 Maintaining accurate financial records for restricted and unrestricted funds.
  - 1.3 Monitoring investments and cash flow.
  - 1.4 Producing invoices and receipts as required.
  - 1.5 Processing invoices received
  - 1.6 Ensure tenants rent payments are made and service charge is calculated.
  - 1.7 Producing monthly financial reports and forecasts for Board meeting.
  - 1.8 Provide analysis of each CDT project's expenditure.
  - 1.9 Maintain the petty cash system and records.
  - 1.10 Maintain the payroll and ensure payments are made.
  - 1.11 Support the implementation of the CDT Pension scheme.
2. Develop and deliver a package of basic financial services that can be sold to other groups in the voluntary sector and generate revenue income for the CDT.

### Responsible to:

- § The Moseley CDT Co-ordinator

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### Other items

- § This post is part- time – 21 hours per week.
- § Annual leave is 20 days pro-rata
- § A criminal record bureau disclosure will be necessary.
- § Moseley CDT operates flexible working conditions.
- § Attendance at Moseley CDT F&GP sub-group meetings will be necessary.
- § The post is to be located at the Moseley CDT offices - the office is on the 2<sup>nd</sup> floor and does not have a lift installed yet.
- § The post-holder may be required to work at other locations within Moseley as the need arises.
- § Liaison with Trustees and volunteers will be necessary.
- § Attend monthly supervision with your line manager.
- § Attending all necessary training courses.
- § Most information handled in this post will be confidential.
- § Support the CDT in the production of social accounts
- § Support the CDT implement its health and safety policy
- § Support the CDT to implement its data protection policy.

### Salary range

- n £17,500 - £19,000 pro-rata.
- n A pension contribution can be made by Moseley CDT.