**JOB DESCRIPTION**

**JOB TITLE: Finance Officer**

**RESPONSIBLE TO: Payroll & Business Manager**

**OFFICE BASE: Landmark House, 11 Broadway, Bradford BD1 1JD**

**HOURS OF WORK: 35 hours per week**

**STARTING SALARY: NJC Band 8 SCP 17-22**

**HOLIDAY ENTITLEMENT: 29 days per year plus Statutory Bank Holidays**

 **Plus 5 days after 5 years service**

**Introduction**

CABAD (Community Action Bradford & District) is an independent charity which supports Voluntary and Community Organisations in Bradford.

 Bradford CPA Ltd is the trading company of Community Action Bradford & District

**Prime Objectives /Job Role**

To provide finance and administrative support to the Senior Finance Officer and Payroll.

**Support and Supervision**

The Finance Officer is accountable to the Senior Finance Officer and Payroll & Business Manager from whom he/she will receive support and supervision.

**Main Duties and Responsibilities**

* Produce and work on Excel spreadsheets for finance processes.
* General office administrative duties including using Microsoft Applications, including overseeing some administration assistant duties.
* Provide an email and telephone support service for clients.
* Bank Client cheques and allocate on Quickbooks
* Maintain accurate records on Quickbooks accounts system
* Record keeping in line with current legislative requirements

The following duties will be worked alongside the Senior Finance Officer.

**Managed Client Payroll**

* Ensure sufficient funds are held to cover Salaries, PAYE and BCPA fees.
* Month End process and publish reports to client through ‘Openspace’
* Ensure client HMRC is paid in a timely manner to avoid penalties.
* Charge monthly Salary and HMRC liability client account in Quickbooks.
* Raise quarterly invoices for service fees
* Prepare and send quarterly request for payments for Client Account organisations.

**Managed Direct Payment Clients**

**Invoice only Direct Payments**

* Payment of invoices for Direct Payments Clients from pre-paid card (BDMC)
* Liaise with Clients and Agencies and Insurance companies regarding payment of invoices
* Ensure Direct Payment client records are maintained to enable Bradford Council to audit paperwork as required.

**Payroll**

* Month End process for DP payrolls including FPS/EPS submissions to HMRC
* Ensure monthly HMRC liability is paid in a timely manner to avoid penalties.
* Raise quarterly invoices for service fees

The post holder will be expected to participate in any new initiatives to enable BCPA to develop and expand. Duties may change as the organisation develops.

**Legal and Statutory Responsibilities**

All staff must comply with General Data Protection Regulations and Confidentiality regulations.

All staff must attend relevant training due to legislative changes when required.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.