

**Emmaus Hertfordshire**

**Finance Coordinator**

**Job Description**

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| **Location:** | Emmaus St Albans, Hill End |
| **Accountable to:** | The Community Operations Manager |
| **Responsible for:** |  |
| **Working hours:** | Flexible but equivalent to 3 days (24 hours) a week to be worked between Monday and Friday |

**Overall Purpose of the Job**

Lead responsibility for day-to-day financial management and the provision of accounting and book keeping services for Emmaus Hertfordshire.

A challenging and varied role supporting the Trustees, staff and companions in the delivery of accurate and up to date financial information to support the overall business and charitable aims and objectives of Emmaus Hertfordshire, working within Emmaus principles and policies.

Be a pro-active member of the Management Team and actively contribute to financial policy and procedure development.

**Duties and Responsibilities**

**Financial Controls:**

* Ensure the effective control of revenue and expenditure and the security of monies associated with all activities across the community, including payment of the monthly salary and pension contributions
* Promote a value for money culture ensuring all financial activity is undertaken with authorised suppliers that ensures best value without compromising on quality
* Support the Chief Executive and Treasurer with preparing, setting, and reviewing the annual budget
* Monitor Housing Benefit and other supported housing funding and Gift Aid income
* Ensure an efficient and effective year end audit process is undertaken with the external auditors

**Financial reporting:**

* Manage the production of relevant and accurate financial information, including monthly management accounts and forecast reports as required in a timely manner

**Financial analysis:**

* Undertake financial analysis of all business development and new income generation opportunities to minimise financial risk
* Undertake financial analysis that will inform and advice the operations team to ensure we are maximising trading income potential through our social enterprise activities

**Other Duties:**

* Actively contribute to the review, development, and implementation of strategic and business plans
* Attend and proactively participate in staff and companion meetings and as required trustee and Board meetings
* Preparing financial reports for the Board and Committees as required
* Review company internal controls
* Developing best practice within the accounts function
* Develop procedure manuals for accounting practice
* The Emmaus St Albans leadership team are expected to take a flexible approach to their role and be able utilise their abilities for the overall benefit of the Charity.
* Perform any other tasks or duties deemed necessary by the CEO as appropriate.

**Key Tasks**

**Daily/weekly**

* Use of Quick books accounting package
* Maintaining day to day accounting records
* Maintenance of financial ledgers and accounting processes
* Reconciling financial accounts
* Maintaining spreadsheets.
* Credit control
* Handling and writing cheques and administration of online banking
* Receiving and processing all invoices, expense forms and requests for payment
* Verifying calculations working with the Quick books accounts system
* Reconciliation of bank accounts
* Cash management
* Managing petty cash transactions
* Providing ad hoc reports and information to Chief Executive
* Management of housing benefit payments/repayments

**Monthly**

* Prepare Payroll figures
* Reporting to HMRC
* Manage payments to companions
* Preparation of VAT returns
* Work with our accountants to help prepare monthly accounts (P&L and balance sheet)

**Annually**

* Work with accountants on the preparation of annual statutory accounts
* Liaise with external advisors on the preparation of statutory financial information
* Work with Director and Trustees on annual budget setting.

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| **Person Specification** |
| **Essential**  | **Desirable** |
| Experience |
| 1. Minimum five years’ experience in financial reporting, financial planning, strategic planning, and budgeting
2. Working with Quick books or similar accounting package
3. Working within a diverse team environment
4. Working on own initiative with minimum supervision
5. Developing and implementing systems and processes
6. IT and communication technology with competency in Office programs
 | 1. Voluntary/Charity sector experience, working with a Board of Trustees
2. Working with vulnerable people or people with challenging behaviour
3. Experience of working with and relating to a diverse range of people
4. Project management
5. Experience with EPOS systems (particularly Kudos)
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| Education / Professional Certification |
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| * Batchelor’s degree in Accounting, Business, or a related field
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 | * Other related professional education/training
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| Skills |
| * Proven strong financial analysis skills; technical charity finance and accounting, skills
* Attention to detail in the development of financial reporting and analytics for executive and Trustee level
* Understanding of business principles and practices
1. Excellent interpersonal skills
2. Being discreet, trustworthy and reliable
3. Easy and friendly manner demonstrating empathy, fairness and professionalism
4. Good communication and motivational skills
5. Effective time management and organisational skills
6. Effective written and verbal communication
7. Analytical and problem solving skills
8. Methodical and organised approach to work
9. Ability to work unsupervised
10. Ability to follow through and obtain results
* Problem solving and prioritising skills
* Effective IT skills including Microsoft Word, Excel, internet, and email
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| Knowledge and Commitment |
| 1. Adhere to clear professional boundaries
2. Comply with confidentiality and data management and protection policies
3. Demonstration of a belief in and the ability to adopt and work within the Emmaus ethos and principles
4. Accepting and promoting the values and ethos of Emmaus
 | * Knowledge and understanding of issues surrounding homelessness
* HR
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| Personal Characteristics |
| 1. A belief in the potential of everyone and an understanding of the importance of community in helping an individual to achieve their potential
2. Effective team player, with the ability to lead, work and delegate
3. Ability and willingness to work with and alongside companions, staff, and volunteers
4. Empathetic and understanding of a wide range of needs and experiences
5. Awareness and acceptance of own limitations
6. Highly self-motivated
7. Ability to stay calm under pressure
8. Commitment to environmental sustainability and social development
9. Awareness, understanding and compliance to Equal Opportunities
10. Able to welcome people into the community without prejudice
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**General**

Emmaus St Albans currently runs its business operations six days a week, Monday to Saturday with some retail outlets open on a Sunday. Days and hours of work will be agreed with the line manager as is appropriate with your role and responsibilities. A degree of flexibility is essential.

Emmaus works with vulnerable people. Staff and Volunteers must observe the proper demarcation and professional boundaries while performing their role. All roles within Emmaus Hertfordshire are subject to enhanced DBS checks.

The post holder must always act in a way which will maintain the good reputation of Emmaus Hertfordshire, upholding the policies and procedures of Emmaus. The post holder will strive to preserve good working relationships with Staff, Volunteers, Companions and the Trustees, keeping the appropriate key personnel well informed of significant matters relating to the Community.

The post holder must develop and maintain a positive and involved relationship with the Emmaus movement at local, regional, national and international levels.

We expect you to carry out your job responsibilities in an environmentally aware manner. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound ‘value for money’ principles in undertaking purchasing or supply of goods and services.

In Emmaus, Volunteers are an important resource and make a vital contribution to Emmaus’s aim to take action to help disadvantaged people. You will be expected to encourage, develop and support Volunteer involvement in our work.