



Job title	Senior Finance Officer
Responsible to	Finance Manager
Geographical Reach	North Kent
Base	Chatham
Hours	Full Time
Salary	£27,540.00 - £30,328.68
Contract	Permanent

Job Description Senior Finance Officer

We are a leading mental health charity, committed to delivering meaningful services and support to our community. As our organisation continues to grow, we are looking for a reliable and proactive Senior Finance Officer to join our finance team and help maintain robust financial controls and reporting.

The Senior Finance Officer will be responsible for supporting the management of day-to-day financial operations, preparing monthly reports, ensuring compliance, deputising for the Finance Manager as required, supporting budgeting, and aiding audit processes.

Structure of the Post

This role will be supervised, and line managed by the Finance Manager.

The post will be based in the North Kent Mind Offices Chatham, but some travel to other North Kent Mind sites or to external meetings may be required, for which travel expenses are payable. It is a condition of employment that the postholder is prepared, whenever applicable, to travel to and work at any of our premises within reasonable travelling distance on a temporary or permanent basis. This mobility is essential to the smooth running of our business.

Contracted hours will be worked on an average weekly basis over a month rather than on a strict weekly basis. The post includes encompasses a minimum of 80% in-person working.

A: DUTIES OF THE POST: GENERAL

These duties apply to all North Kent Mind Staff, whichever service they work for:

1. To work within a framework which:
 - i. Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality, GDPR, and Health and Safety.
 - ii. Promotes Social Inclusion, Empowerment, Well-being, and the Recovery Model
 - iii. Respects, encourages, and builds on individual clients' coping strategies, skills, and autonomy, and is in keeping with the conduct, performance and ethics as declared by the Health and Care Professions Council.
 - iv. Maintains good liaison with any other outside agencies as is necessary.
 - v. Promotes good joint working, links, and cross-referral with all North Kent Mind colleagues.
 - vi. Adheres to the principles of the Social Care Standards as defined by the GCSI.

2. To participate in supervision and appraisal
3. To attend staff meetings and team meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate, or assign.

B. DUTIES OF THE POST: SPECIFIC

1. Deputise for the Finance Manager, as required.
2. Support the management of, and implementation of, the day to day tasks of the finance team.
3. Work closely with and maintain excellent communication with the Finance Manager and Finance Team on a daily basis regarding the organisation's financial matters.
4. To communicate and liaise with the Fundraising Officer, Housing Finance Officer, Senior Management Team, Senior Leadership Team, and Treasurer as required.
5. To assist in the production of financial reports as required by the Finance Manager
6. To assist the CEO and Finance Manager with any queries in the preparation of annual budgets
7. Ensure adherence to the organisation's Financial Control Policy
8. Assist the Finance Manager with; the audit process, and an associated working file, ensuring records are consistently kept and saved as per audit requirements.
9. To ensure that efficient systems are kept and to continue to streamline accounting procedures where identified
10. Maintain a paperless department by scanning and filing all financial documents including purchase invoices
11. Assisting the Finance Manager with costings for departments and with general finance variables.
12. Assist with meeting various department managers and explain monthly departmental income and expenditure breakdowns, and supporting enquires as needed.
13. Monitor the bank balance and report accordingly based on our levels of cash reserves in the financial control policy
14. Liaising with our Payroll provider for the monthly payment run and reconciliation of payments



Senior Finance Officer Person Specification

Experience, Skills Knowledge	Essential	Desirable
Strong knowledge of accounting software (e.g. Quick book, Sage) and Excel	✓	
Previous experience of deputising in the absence of a manager		✓
AAT qualified or part-qualified ACCA/CIMA/ACA (or qualified by experience)	✓	
Solid understanding of payroll systems, and charity financial requirements		✓
Ability to work within a team	✓	
Experience in a finance role within the charity or not-for-profit sector		✓
Good written skills	✓	
Excellent interpersonal and communication skills	✓	
The ability to communicate with a wide range of people including managers, members of staff and external organisations	✓	
Proactive and flexible approach to problem solving	✓	
Excellent attention to detail and organisational skills	✓	
Excellent digital skills	✓	
Ability to work independently and manage multiple priorities	✓	
Excellent listening skills	✓	
An understanding of the issues facing those recovering from a mental health problem		✓
A non-judgemental attitude to mental health service users	✓	
Car owner/driver		✓