

## **BSBI Finance Officer**

### **Job Description and Person Specification**

#### **Job Description**

##### **Overall purpose of the job**

The Finance Officer will be expected to maintain the Society's accounting system encompassing the basic bookkeeping up to preparation of quarterly accounts and the Society's annual statutory accounts for independent examination. Currently the Society uses Sage Line 50. Each month there are between 20 to 30 purchase invoices per month, and perhaps 2 to 3 sales invoices and grant claims need to be processed. Subscriptions are collected annually with the majority by direct debit. Banking is electronic; the Finance Officer is responsible for setting up payments for others to authorise. The Society is Vat registered, though is partially exempt. Payroll is handled by a third party bureau.

The role involves liaison, via phone or email, with other BSBI staff, volunteers, committees, the wider membership and external project partners. The vacancy arises as a result of the retirement of the current post-holder.

##### **Reporting line**

The Finance Officer reports to the Head of Operations. Support and steer is provided by the BSBI Treasurer and, occasionally, other trustees.

##### **Place of work**

BSBI does not maintain a central office. It is likely that the successful candidate will work from home, although BSBI may consider renting a small office space, subject to affordability. Accounting records for more recent years will be maintained at the place of work or, for those unlikely to be of day to day significance, at an accessible storage facility. Adequate access to internet is essential.

##### **Time commitment**

The post is a flexible part time position with 15 days holiday plus pro-rata bank holidays per year. The successful candidate should agree how the time commitment will normally be delivered but will be expected to fit in with other staff and volunteers and be flexible in the way they allocate their time to BSBI duties.

##### **Expenses and support**

BSBI will meet reasonable expenses incurred in the performance of the duties required of the candidate. These will include a share of home office costs if relevant and provision of a laptop printer and mobile phone.

##### **Main duties**

The main functions of the role can be broken down into the following:

1. Income. Handle income from: subscriptions, Gift Aid, Direct Debit payments, donations, legacies, grant and project income, BSBI chargeable meetings, bank cheques etc.
2. Expenditure. Handle payments to suppliers via our online system, process monthly staff and volunteer expenses claims, manage communications with our payroll agents and distribute payslips, limit cash book payments as far as possible.
3. Liquid funds. Act as the primary contact of the Society's bank account (current and deposit) and Paypal account, advising colleagues where payments are made, posting entries to the ledgers, and managing cash flow.

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4. Assets. Monitor BSBI investments and make drawdowns where required, liaise with the Society's publication sales agent and track sales, stock quantity and valuation, and keep the Publishers Licensing Society up to date.
5. Accounting systems and accounts. Use and maintain SAGE Line 50 to its full potential and prepare quarterly management accounts, statutory annual accounts (with trustees and for independent examination) and for the BSBI's own annual review.
6. Taxation and other Regulatory or risk management matters. Handle tax returns, VAT administration, dealings with HMRC and the Irish Revenue, liaise with appropriate staff in regards insurance cover.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
An accountancy qualification or relevant experience	X	
Experience of the SAGE Line 50 accounting package and its full capability	X	
A professional, friendly manner	X	
Excellent organisational skills	X	
A motivated, enthusiastic self-starter	X	
An empathy with the work of the charity		X