

JOB DESCRIPTION

TITLE OF JOB: Finance Officer – Purchase Ledger

JOB REFERENCE: FOPL/May25

SERVICE/PROJECT: Central

CLOSING DATE FOR APPLICATIONS: 9.00 AM on Monday, 12th May 2025

INTERVIEW DATE: Wednesday, 14th and/or Thursday, 15th May 2025

HOURS PER WEEK: 12 - 15 hours per week negotiable

CONTRACT: Permanent

SALARY: Band 2, Scale Points 8-13, starting £25,253 per annum (pro rata, paid monthly by Automated Credit Transfer on 25th of each month)

HOLIDAY ENTITLEMENT: 27 days per annum, all bank holidays, in addition to up to 3 extra days at Christmas. All pro rata

ACCOUNTABLE TO: Head of Finance

LINE MANAGED BY: Head of Finance

RESPONSIBLE FOR:

Assistance with the upkeep of the day-to-day operations within the finance department. This role is primarily working within purchase ledger and payments.

To arrange an informal chat about the job please ring Kate MacDonald 01273 322944.

ABOUT US

Impact Initiatives was founded in 1978 to resolve the social issues that Brighton and Hove communities were facing at the time. Our founders were a diverse collection of individuals who cared enough about community issues to come together and act against the injustices they saw on their doorstep. Over the years Impact has grown and evolved as an organisation but what has never changed, is that we continue to provide a voice, hope and change for the people who need it most.

Today our services work tirelessly to support, champion and inspire children, young people, adults with disabilities and older people. Ultimately, we believe that everybody should have the opportunity to be the best they can be. Our vision is for Sussex people of all ages to reach their potential, living healthy and fulfilling lives.

Impact's model of having a Central Team - who provide expertise in finance, HR, IT and facilities, health and safety, and business development - ensures each of our specialist teams can focus on excellence in individual service delivery and development. We employ around 100 staff who are supported by a team of volunteers and currently work with over 10,000 people each year.

MAIN TASKS

- Input invoice data into finance software, including Xero, ensuring analysis and details are correct and backup documentation sufficient
- liaise with Service Managers to obtain approvals
- set up payments in the bank to ensure that suppliers are paid in a timely manner
- reconcile all payments made in the bank to those showing on the Xero accounting system
- review aged creditor reports and supplier statements, contacting suppliers with queries
- review Soldo and PayPal transactions, obtaining approvals and reconciling to the Xero accounting system
- monitor utility bills and track the readings for accuracy
- Monitor and post petty cash transactions
- cover for Finance Officer – sales ledger, if required
- other duties that may be required to assist with the day-to-day operations of the finance department

GENERAL TASKS:

- To work within Impact's policies and procedures.
- To attend regular supervision sessions and meetings as required by the Head of Finance
- To attend regular meetings
- To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
- To comply with and implement the Diversity, Equalities and Inclusion Policy and any other specific policies and procedures devised to promote and monitor equalities.
- To comply with and implement health and safety policy and procedure relating to the specific activities that you are responsible for overseeing. Generally, to take reasonable care for health and safety of all those affected by this work.
- To undertake any other duties, as appropriate to the character of this work and as requested by the Head of Finance, as reasonably required

PERSON SPECIFICATION

Skills and Abilities	Essential	Desirable
1. To have a minimum of 12 months' working experience in a finance or accounting function		✓
2. Experience of Sales and Purchase Ledger	✓	
3. To be a confident user of accounting software and spreadsheet packages	✓	
4. To have experience of Xero or similar		✓
5. To be well organised and can work on own initiative	✓	
6. To have good written and oral communication skills and to be able to communicate confidently and effectively with non-financial people	✓	
7. Ability to ensure attention to detail and accuracy in all work	✓	
8. Flexible and adaptable to the needs of the organisation and team	✓	
Knowledge/Experience		
1. Knowledge of how the public and / or not-for-profit sector works/operates		✓
2. Experience of working in a public or not-for-profit organisation		✓
3. An understanding of how a business operates effectively		✓