



JOB SPEC

Junior Finance Officer | 4Eden

Contract Type: Part Time	Reports to: Head of Commercial	Salary: £19 656.00 per annum
Location: Penrith	Level: Junior	Hours: 1560 per annum / 30 hours weekly average

About 4Eden

4Eden is a local charity providing support, services, and opportunities throughout the Eden Valley from our office based in Penrith. Our services specialise in learning disability and autism spectrum disorder; standard/lower level and high level/complex needs. We provide a wide range of staff, trained and skilled to meet individual specific needs.

We work closely within our local community, with local people, voluntary groups and local employers to offer a diverse range of work placements, employment options, clubs and social groups. We network within our community to attract a variety of inclusive everyday activities that enable people to have friendships outside of paid support, focussing on independence, living and ordinary life.

About the role

The Junior Finance Officer will be responsible for the execution of daily tasks to support the Senior Leadership Team as a whole. Data capture and data processing. Reconciliation of ledger, supplier, and customer accounts. This entry-level role is crucial for maintaining financial accuracy and integrity in a business.

Responsibilities

- Weekly Creditor invoice capturing
- Weekly/Monthly scanning, filing and adhoc duties
- Weekly management and maintenance of purchase order tracking sheet for outstanding expenses
- Weekly Café and Bake till takings reconciliations
- Weekly Café and Bake float reconciliations and management/maintenance
- Weekly Café and Bake catering invoicing
- Weekly depositing of cash at the bank
- Monthly water, electricity and gas meter reading submissions and monitoring
- Daily bank allocations
- Monthly bank statement reconciliations
- Monthly service user invoicing
- Weekly/Monthly reconciliation of clearing ledger accounts
- Reconciliation of grant funding ledger accounts and issuing of ledger breakdowns
- Daily/Weekly management of Petty Cash
- Weekly/Monthly Petty Cash reconciliation

- Weekly monitoring of increases in expenditure as well as increase in pricing for Bake and Café stock
- Other duties and/or projects as may reasonably be requested by the Senior Leadership Team.

Person Specification

Specialist knowledge and experience

- Working towards ACCA / CIMA qualification or similar
- Experience of working in a finance or similar role
- Understanding of financial systems

Problem solving and analysis

- Able to research and analyse financial information to solve problems
- Able to work to own initiative with broad direction

Quality orientation

- Pays attention to detail, ensures professional standards are met

Communication

- Ability to present complex financial information simply and appropriately to a variety of people

Interpersonal skills

- Ability to effectively interact and respond to a wide range of people on a wide range of queries.

Planning and organising

- Ability to prioritise work, manage a diverse workload and meet deadlines

IT Skills

- Ability to use IT systems and packages including Sage and Excel to an advanced level

Contact us to apply

Please complete the application form and send it through to finance@4eden.co.uk along with a copy of your CV / resume.