


## FINANCE OFFICER

<p>TGP Cymru is the leading Wales based charity, which supports and represents vulnerable children, young people and families through a range of projects, training and campaigning. TGP Cymru services are funded by multiple funders and deliver services pan-Wales.</p>	
<p><b>TGP Cymru Department:</b> Support Services</p>	
<p><b>Responsible to:</b> Finance and HR Manager</p>	
<p><b>Location:</b> Cardiff Office but with Hybrid Working</p>	
<p><b>Purpose of role</b></p> <p>To support the Finance and Facilities Manager and be responsible for the maintenance and development of finance systems and processes and provide an efficient and effective Finance service for TGP Cymru.</p>	
<p><b>Accountabilities / Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Act as the first point of contact for Finance – dealing with internal and external enquiries</li> <li>• Jointly maintain, control and administer all Finance computerised and manual databases, records and information systems and produce reports and give advice where required</li> <li>• Administer Finance systems and processes including accounts management system, verification and processing of paperwork relating to finance, invoice preparation and distribution, debtor control process, reconciliation of bank accounts and control accounts for the organisation, utilities contracts, central monitoring of budgets including budget and forecast preparation, collation of information for external auditors in order to prepare year end accounts</li> <li>• Support the development of Finance systems and train staff in their use where required</li> <li>• Contribute to the forward financial strategy of the organisation.</li> <li>• Maintain and foster good relations with directors, service managers, team managers and team administrators and also liaise with relevant external professional personnel.</li> <li>• Deputise for the finance and facilities manager as appropriate</li> <li>• Undertake delegated tasks to support the administration function of Head Office</li> </ul> <p>Undertake such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade.</p>	
<p><b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>• Responsible for the delivery of key performance indicators and standards of practice.</li> </ul>	

<ul style="list-style-type: none"> <li>• Quality of service and compliance against statutory, regulatory, organisational and best practice standards and requirements.</li> <li>• Achievement of service objectives and targets.</li> </ul>
<b>Line management responsibility (as of 31/10/19):</b> 0
<b>Budget management responsibility (as of 31/10/19):</b> £0
<b>Grade:</b> MS6
<b>Working conditions</b> 37 hours per week with a flexible approach to the working week that will involve some weekend and evening working and occasional stay away from home overnight to attend meetings, conferences or training.  Travel to various locations across Wales and the UK is also required.
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Finance Qualification: Part or fully qualified Accountant /AAT or equivalent</li> <li>• GCSE / O Level standard of education including English Language and Maths</li> </ul>
<b>Experience</b>  The post holder will be able to demonstrate a sound understanding and record of achievement in the following: <ul style="list-style-type: none"> <li>• Significant experience in a financial environment ranging from basic to complex</li> <li>• SAGE 50 Accounts / Xero</li> <li>• Regulations and compliance in financial reporting for the charity sector</li> <li>• Finance Functions and Accountancy Processes and Procedures</li> <li>• Delivering presentations and training</li> </ul> Microsoft Office packages including Word and Excel
<b>Skills and abilities / competencies</b>  The post holder will be able to: <ul style="list-style-type: none"> <li>• Work effectively in accountancy and finance</li> <li>• Operate to a high level of confidentiality</li> <li>• Produce quality results and deliver agreed outcomes</li> <li>• Work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others</li> <li>• Plan and organise work and manage time effectively</li> </ul>

- Communicate effectively i.e. express information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared.
- Be open to new approaches and ideas, respond positively to change and adapt quickly to new situations
- Seek opportunities for continuous learning and professional growth
- Use Microsoft Office products including office 365
- Train and support non finance staff

**Other**

- Display TGP Cymru values and behaviours at all times and actively promote them in others
- Commitment to equality and diversity
- Full driving licence and have access to transport (*In certain circumstances consideration may be given to applicants who as a consequence of a disability are unable to drive.*)
- Ability to speak Welsh (desirable)