

## **Job Description**

<b>Job Title:</b>	Finance Officer (Permanent)
<b>Hours:</b>	25 hrs Monday–Friday 9am–3pm (inc. 1 hr lunch)
<b>Responsible to:</b>	Manager / Operations Lead
<b>Accountable to:</b>	Board of Trustees
<b>Salary:</b>	£23,492 pro rata

### **Background:**

St Margaret's Centre (SMC) [www.stmargaretscentre.co.uk](http://www.stmargaretscentre.co.uk) is a registered charity operating as an activity and training hub for adults in County Durham who need support with their mental health. The main aim of the Centre is to improve the health and wellbeing of the community of County Durham by providing a safe, therapeutic environment for people to regain their confidence, motivation and self-esteem while learning new skills and meeting new friends.

The Centre has been operating since 1991 and currently supports 250+ people. We have 7 members of staff and are overseen by a board of 10 trustees. Much of our funding comes from a contract with Durham County Council through the Durham Mental Wellbeing Alliance <https://www.durhammentalwellbeingalliance.org>, which we supplement through income-generating ventures such as our community café, workshop and shop, as well as fundraising, grant applications, and donations.

### **Job Summary**

In recent years demand for St Margaret's Centre's services has soared, and we are seeking an experienced Finance Officer to oversee the charity's financial procedures and reporting, and provide additional administrative support. The successful applicant will ensure the smooth running of the Centre's finances in order to meet the needs of the service and benefit attendees.

A positive, friendly attitude and an understanding of mental health is essential, as well as significant experience with bookkeeping and creating finance reports.

### **Primary Responsibilities**

- Producing reports for the manager and board of trustees, including management accounts
- Producing monthly expenditure reports for the Alliance
- Working with the Centre Manager to produce annual and project-specific budgets
- Maintaining manual and computerised accounting records (Sage Online), including end of year duties
- Processing payroll (Sage 50) and pensions contributions
- Processing customer and supplier invoices and reconciling bank statements
- Petty cash handling, bank deposits, and maintaining cash floats
- Supporting with grant applications and monitoring reports

### **Additional Responsibilities to include**

- Promoting the good reputation of St Margarets Centre by demonstrating a positive and professional attitude towards attendees, volunteers, staff, visitors and others
- Facilitating the effective operation of the St Margaret's Centre office by assisting coworkers with administration tasks where required
- Accurately inputting data into computerised systems, databases and spreadsheets and processing and retrieving data as necessary
- Handling incoming calls, taking messages and following through where required
- Maintaining statutory and good practice systems relevant to a charity, e.g. ensuring relevant deadlines are met for insurance, annual returns, utility renewals, and maintenance contracts
- Liaising with staff, stakeholders and other agencies to share information where appropriate, ensuring that St Margaret's Centre procedures for data protection and confidentiality are followed
- Contacting new referrals via phone, email, and text message to schedule initial visits, and assisting with the administration and promotion of courses
- Ordering and maintaining stocks of relevant stationery and supplies with the agreement of the Manager / Operations Lead, ensuring value for money
- Contributing to the organisation of events and promotional material such as presentations, social media campaigns, and the centre's website
- Maintaining up to date information on Trustee data, staff records, and annual leave
- Taking minutes at internal and external meetings, ensuring signed copies are maintained in appropriate systems and follow-up actions take place within agreed timescales
- Keeping up to date with training opportunities

## Person Specification

	Essential	Desirable
<b>Education and Training</b>		
AAT (Association of Accounting Technician) <u>or</u> significant experience in finance roles	X	
Educated to GCSE level or equivalent including Maths and English	X	
Mental Health First Aid		X
<b>Experience and Knowledge</b>		
Significant experience in finance roles	X	
Knowledge and proficiency with tasks such as bookkeeping, preparation of budgets, and production of management accounts	X	
Experience with processing payroll and pensions administration	X	
Experience with Sage 50 Online (Accounts) and Sage 50 Payroll		X
Experience of developing and maintaining effective financial and administrative systems	X	
Experience of working with senior managers		X
Good working knowledge of IT, including competency with word processing, Excel and SharePoint	X	
Knowledge of charity administration and governance		X
Experience of working or volunteering in the sector of mental health		X
<b>Abilities, Skills, and Attributes</b>		
Understanding of mental health and wellbeing, learning difficulties, neurodivergence, and physical disabilities	X	
Empathetic and courteous to individuals with a range of support needs	X	
A friendly, non-judgemental, supportive, and motivating attitude	X	
Attention to detail, with an ability to accurately input and check data	X	
Ability to work accurately with minimal supervision	X	
Ability to prioritise workload and meet deadlines	X	
Excellent oral and written communication and listening skills	X	
An organised, calm, and proactive approach, including an ability to work on own initiative as well as part of a team	X	
Flexibility and a willingness to 'pitch in' with day-to-day tasks that support the smooth running of the Centre	X	
Adaptability to changing needs and environments	X	

Support and training will be provided, and we welcome applications from individuals from all backgrounds. Shortlisted applicants will have the opportunity to visit the centre to discuss the role prior to interview. A Disclosure and Barring Service (DBS) check will be required for this role. Please contact us to discuss any concerns you may have regarding this.

To discuss this role further, please contact [lisa@smcdurham.onmicrosoft.com](mailto:lisa@smcdurham.onmicrosoft.com)