

## JOB DESCRIPTION

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<b>Job Title:</b>	Finance Officer
<b>Responsible To:</b>	Senior Finance Manager
<b>Location:</b>	To be based at Head Office in East Lulworth near Wool Wareham Dorset with some opportunity for home working.
<b>Salary:</b>	Band C - £25,533 to £29,498 depending upon experience plus 8% employer pension contribution
<b>Duration:</b>	Established post

### Job Purpose

This role falls within a small dynamic team and fast paced Finance Team. It is an exciting and key role which is responsible in ensuring a high standard of processing, reporting and customer service.

You will be solely responsible for the processing of day-to-day expenditure (including BC's 32 Branches) on the purchase ledger and ensuring all deadlines are met.

This role will also be expected to assist other team members in other areas including VAT, receivables, grant administration, issuing contracts, and year-end audit work.

During the next year the finance system will be replaced, and processes will change. This role will be part of a team ensuring success of that project.

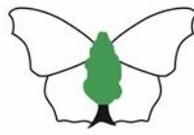
### Main Responsibilities

1. Responsible for the day-to-day management of the purchase ledger, including, but not exclusively, processing of the charity's credit card statement, staff expenses, preparing payment runs, bank reconciliations.
2. Maintain the Purchase order process.
3. Ensure all invoices are approved in-line with authorisation levels.
4. Prepare and maintain spreadsheets and working papers for the monitoring of expenditure levels.
5. Responsible for preparing and issuing contracts to our contractors.
6. Ensure effective communication is maintained with all relevant parties, ensuring an excellent level of customer service.

7. Assist with year-end audit work including the preparation of schedules.
8. Working closely with the other Finance Officer to ensure all relevant finance tasks are completed in a timely manner.
9. Be part of the team implementing a new Finance system and supporting processes.
10. Provide support and cover for other team members as required.

### General

- Promote BC's values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role.
- Undertake any other reasonable duties as required and commensurate with the grade of post.
- Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
- Work in accordance with BC's policies, procedures, and codes of conduct.
- Actively participate in on-going professional development activities.



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**PERSON PROFILE**

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**JOB TITLE:** Finance Officer - Payables

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<b>Technical/Specialist Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Educated to GCSE or equivalent level	✓		A/I
Excellent working knowledge of Microsoft Office software including Word, Excel and Outlook	✓		A/I
Experience of Accounting software packages	✓		A/I
Experience of Purchase and Sales ledger	✓		A/I
Experience of bank, debtor and creditor reconciliations	✓		A/I
AAT qualification (or equivalent) or proven experience with wide ranging skills	✓		A/I
Experience of preparing and submitting VAT returns		✓	A/I
Experience of being involved in changing systems and procedures		✓	A/I
Knowledge of partial exemption VAT rules		✓	A/I
Experience of Charity accounts		✓	

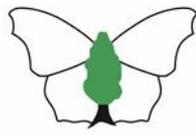
<b>Budget Responsibilities</b>			
N/A			

<b>Line Management/Contractor Responsibility</b>			
N/A			

<b>Dealing with Volunteers/Managing External Partners and others</b>			
Excellent interpersonal skills at a variety of levels	✓		I
Good communicator (written and oral)	✓		A/I
Experience of working with volunteers and the general public		✓	I

<b>Decision Making and Society Policy</b>			
Empathy with aims and objectives of Butterfly Conservation	✓		I/A

<b>Personal Attributes</b>			
Analytical and methodical, with a high degree of accuracy	✓		I
Excellent communication skills	✓		I
Flexible and proactive approach	✓		I
Well organised and self-motivated; able to plan and undertake work on your own (or with limited direct supervision)	✓		I
Able to prioritise a diverse workload, meet tight deadlines and use own initiative	✓		I
Flexible: able to rapidly assimilate information and adapt to a changing environment	✓		I



# Butterfly Conservation

Saving butterflies, moths and our environment

<b>Personal Attributes</b>			
Able to work effectively as a member of a team	✓		I
Able to manage potential conflicts by dealing with people in a calm and professional manner	✓		I
Willing to work some weekends and evenings and away from home	✓		I

Key:

A = Application Form

I = Interview