



JOB DESCRIPTION

JOB TITLE	Finance Officer & Company Secretary
SALARY	£24,964 (pro rata) plus 6% pension contribution
HOURS	22.5 hours per week (3 days per week, with potential to increase hours subject to success in funding bids from September 2017)
DURATION	Subject to annual review of funding
EMPLOYER	Denbighshire Voluntary Services Council [NEVVOL]
REPORTING TO	Chief Executive Officer
RESPONSIBLE FOR	
LOCATION	Ruthin

1 AIM

To manage all DVSC's finances efficiently and effectively for DVSC employees and the Board and to act as the Company Secretary.

As Company Secretary to **be responsible for all financial, company administration and trustee matters, under the guidance of the Chief Executive.**

To work with the Chief Executive, Head of Volunteering, Well Being and Sector Support to ensure key performance targets are met in line with DVSC's annual business plan, and service level agreements with funders and preparing and monitoring budgets, finance and performance.

The Finance Officer & Company Secretary is specifically responsible for:

- Producing timely accounts for the Chief Executive, Head of Volunteering, Wellbeing and Sector Support and the Board; and any other budget holders, reporting on these accounts as required. Operating a fully computerised accounting system and producing regular and relevant financial reports and budgets, including final accounts for audit

- Ensuring compliance with all regulatory requirements such as HMRC requirements, Companies House and Charity Commission.

This is an opportunity to play an important part in the development of DVSC as a **senior** staff member **supporting** the Senior Management team, reporting directly to the Chief Executive.

Our aim is that working for DVSC will be supportive, fun and hardworking and there will be plenty of scope for team members to have an input into improving what we offer and how we provide it.

MAIN TASKS

2.1 To perform the role of Company Secretary, **minute taking and** attending Board **meetings** to provide advice and guidance on financial matters and to ensure compliance with all regulatory requirements such as HMRC requirements, Companies House and Charity Commission and funders;

2.2 To operate a fully computerised accounting system, producing regular and relevant financial reports and budgets, including final accounts for audit, monitoring and controlling budget income and expenditure, and implementing and maintaining effective internal controls, including credit control;

2.3 Liaising with DVSC's preferred payroll provider to ensure the payroll runs and is delivered effectively, and monitoring time sheets, travel claims and subsistence allowances of all DVSC staff;

2.4 Raising and processing invoices, purchase orders and petty cash system, checking and Payment of Creditor Invoices in accordance with DVSC Internal Financial Controls, raising of Debtor Invoices and follow up of any late payments;

2.5 Working with DVSC staff (Chief Executive, Head of Volunteering, Well Being & Sector Support and other DVSC staff) to prepare budgets, budget reports for funding applications and projects.

2.6 Producing a monthly financial report to the Chief Executive and Head based on actuals reporting, and completing financial claims in line with our funders' reporting requirements

2.7 Maintaining professional and technical knowledge by attending training workshops; reviewing professional publications; participating in relevant professional networks and running workshops and training on budget management for staff and DVSC as part of DVSC's Learning and Development Programme

2.8 Ensuring that all activities relate to and comply with DVSC's policies and procedures, with particular emphasis on confidentiality, and data protection, lone working, safeguarding policy, and health and safety procedures for DVSC office **and** events activity

2.9 To undertake any other duties consistent with the effective operation of DVSC's Business Support team

PERSON SPECIFICATION

Finance Officer & Company Secretary	Essential	Desirable
3.1 EDUCATION/QUALIFICATIONS		
3.1.1 Good general level of education with a qualification in accounting, administration and IT (ideally including an Association of Accounting Technician (AAT) qualification or relevant equivalent professional qualification or equivalent work experience of at least 2 years at a level commensurate with the knowledge acquired through securing an AAT qualification)	✓	
3.2 EXPERIENCE		
3.2.1 Working in a small collaborative team environment	✓	
3.2.2 Computer Literacy including familiarity with Windows based/Office packages/Excel/Accounting and project management software.	✓	
3.2.3 Developing and maintaining administrative reporting systems, specifically in relation to governance, finance	✓	
3.2.4 Customer service and customer management	✓	
3.2.5 Relevant experience or professional qualification, specifically in relation to accounting	✓	
3.2.6 Considerable experience in a financial role, with proven accounting and organising ability	✓	
3.2.7 Experience of managing European funding		✓
3.3 KNOWLEDGE		
3.3.1 Third sector organisations that support volunteering in Denbighshire County		✓
3.3.2 Issues that affect the third sector in Denbighshire and in Wales.	✓	
3.3.3 Equal opportunities and willingness to work with people from a diverse range of backgrounds.	✓	
3.3.4 Knowledge and experience of committee meetings/procedures, and ideally Company Secretarial responsibilities	✓	
3.3.5 'Data Protection' policies and procedures.	✓	
3.3.6 At least 2 years at a level commensurate with the knowledge acquired through securing an Association of Accounting Technician qualification	✓	

3.3.7 Recruitment and vetting procedures including DBS requirements		✓
3.3.8 Knowledge of and willingness to learn more about the third sector, volunteering and engagement		✓
3.4 SKILLS		
3.4.1 Ability to deputise for the senior management team as required in relation to budgets and financial reporting		
3.4.2 Demonstrate excellent reporting and financial management skills	✓	
3.4.3 Ability to prioritise own workload; to effectively meet deadlines and when under pressure	✓	
3.4.4 Undertake duties in a methodical, flexible and accurate manner.	✓	
3.4.5 Ability to initiate work and provide a constructive, problem solving approach to tasks.	✓	
3.4.6 Ability to understand instructions and to carry out duties requested by the Chief Executive and Head of Well Being, Volunteering and Sector Support	✓	
3.4.6 Ability to communicate through the medium of Welsh and English		✓
3.4.7 Ability to communicate clearly, both oral and written	✓	
3.4.8 Ability to work on own initiative and as part of a team	✓	
3.5 PERSONAL		
3.5.1 Work towards the DVSC Mission, aims and values and within established policies and procedures.		
3.5.2 Evidence of being a volunteer and an active community member.		✓
3.5.3 Commitment to lifelong learning and continuous professional development.		✓
3.5.4 A willingness to attend out of hours meetings and to travel to meetings if required.	✓	