**JOB DESCRIPTION**

**JOB TITLE: Senior Finance Officer**

**RESPONSIBLE TO: Business & Payroll Manager**

**OFFICE BASE: Landmark House, 11 Broadway, Bradford BD1 1JD**

**HOURS OF WORK: 35 hours per week**

**PAYSCALE: NJC Payscales S02 SCP26-28 £32909-£34723**

**HOLIDAY ENTITLEMENT: 29 days per year plus Statutory Bank Holidays**

 **+ 5 days after 5 years’ service**

**Introduction**

Bradford CPA Ltd is the trading company of Community Action Bradford & District.

Community Action Bradford & District is an independent charity which supports Voluntary and Community groups in Bradford.

**Prime Objectives /Job Role**

* Financial accounts management
* Oversee Finance Officer duties
* Manage and reconcile Client accounts
* Work with a team of Payroll Officers, and may be required to supplement their work when required.
* Deputise in Payroll & Business Managers absence

**Support and Supervision**

The Senior Finance Officer is accountable to the Payroll Manager from whom he/she will receive support and supervision.

**Main Duties and Responsibilities**

**Management Accounts**

* Support Payroll & Business Manager with any new projects and initiatives to improve and introduce new services within the Finance function.
* Develop, maintain and continuously improve all financial systems, procedures and internal controls.
* Maintain and produce Excel spreadsheets for finance processes
* Manage and reconcile BCPA Main and Client accounts, liaising with the Payroll & Business Manager to make appropriate decisions as necessary.
* Managing purchase ledger and sales ledger.
* Monitor accounts receivable to minimise aged debt
* Ensure cheques are banked in a timely manner and post to Quick Books
* Monitor and balance Petty Cash
* Assist Manager with company utilities and maintenance contracts
* Ensure Quick Books Accounting system is updated and accurate
* Preparation of quarterly management accounts for the Directors
* Ensure timely payment of accounts payable VAT
* Ensure VAT returns submitted are compliant with HMRC regulations
* Prepare annual Budgets with Payroll & Business Manager
* Review reserves annually with Payroll & Business Manager
* Review Financial processes annually with Payroll & Business Manager
* To liaise with Accountant to enable preparation of Annual Accounts

**Managed Client Payroll**

* Ensure sufficient funds are held to cover Salaries, PAYE and BCPA fees
* Ensure salaries are paid by 20th monthly by BACS
* Month End process, HMRC submissions and publish reports to client through ‘Openspace’
* Ensure client HMRC is paid in a timely manner to avoid penalties
* Reconcile client accounts monthly.
* Quarterly invoices for service fees
* Prepare request for payments for Client Account organisations quarterly.

**Managed Direct Payment Clients**

**Invoice only Direct Payments**

* Payment of invoices for Direct Payments Clients
* Manage and liaise with Agencies/BDMC/CCA for any issues around invoices and payments outstanding
* Ensure Direct Payment client records are maintained to enable BDMC, Community Care Admin to audit when required.

**Payroll**

* Process Monthly payments for salaries on 30th monthly through PFS
* Month End process for payrolls including submissions to HMRC
* Ensure HMRC is paid in a timely manner to avoid penalties.
* Quarterly invoices for service fees

**Payroll officers will assist with all payroll related duties.**

The post holder will be expected to participate in any new initiatives to enable BCPA to develop and expand. Duties may change as the organisation develops.

**Legal and Statutory Responsibilities**

All staff must comply with GDPR (General Data Protection Regulations)

All staff must attend relevant training due to legislative changes when required.

All staff should be willing to have an enhanced DBS check

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; as the job continues to develop, it may be subject to change.