

Colmore BID Job Description & Person Specification

Job title

This job is part-time (two days a week, hours can be spread across the week) Finance Officer. Salary £22k-£25k (pro-rata).

Job purpose

To coordinate the BID's work in relation to finance. To act as a link between the Colmore BID team and their partners and contractors in relation to finance. To build strong relationships between Colmore BID and relevant partners.

Responsible to

The person doing the job is responsible to the Operations Manager.

Responsible for

The person doing the job has no direct line management responsibility but is expected to work with team members to bring about the aims of the BID.

Duties and responsibilities

The person doing this job will be expected to carry out certain duties and hold certain responsibilities:

Bookkeeping

- The bank account should be reconciled to the bank statement weekly. This needs to be reported to board when it has been carried out. Unreconciled items should be examined to ensure they are valid.
- Credit card statement needs to be matched to receipts and reconciled on Sage monthly.
- The finance officer needs to raise all sales invoices and post them on to the sales ledger.
- Management of purchase invoices
- Maintenance of fixed asset register and the posting of depreciation.
- Monitoring of cash flow to ensure balances are transferred from deposit to keep the current account positive whilst maximising the interest earned.
- Posting of petty cash receipts and monitoring the balance.
- Preparing and submitting the quarterly VAT return
- Keep and maintain prepayments and accruals schedules
- Maintenance of Sage accounting software including taking back ups and updates.

Payroll

- Ensure that staff and PAYE and NI are all paid on time and that pensions are correctly handled.

Budgets

- Prepare a budget each January for the following year in collaboration with the CEO/Operations Manager, and any other member of relevant staff and for approval by the board.
- Management of the BIDBase Budgeting system.

Board papers

- Preparation of board papers relating to the accounts for presentation to the board at the quarterly board meetings.

Quarterly monitoring

- Working with the Database Officer to review information provided by Birmingham City Council (BCC) regarding the levy collection and any possible bad debts. Ensuring any possible provisions are reflected in the budget and accounts.

Statutory accounts and audit

- Preparing information required for inclusion in the statutory accounts and the supervision of the annual audit, including providing information requested by the auditors
- Provide numerical information for inclusion in the annual report and for BCC admin purposes.

Management accounts

- Working with the CEO to assist in the production of monthly management accounts.

General support

The job involves providing support to other Colmore BID activities:

- Support and attend working groups relevant to the duties of the post.
- Provide support for staff on accounting matters in the normal run of business.
- Assist in ensuring efficient and effective use of resources to achieve the aims and objectives of the Colmore BID.
- Help to introduce and maintain a range of monitoring mechanisms for related budgets and activities in order to measure investment and success.
- Contribute towards the development of an accessible, comprehensive and responsive organisation.
- Help to ensure good health and safety practice in all operational areas.
- Assist in bringing about equality of opportunity in service delivery.

Physical conditions

The job is based within the BID area in Birmingham City Centre. The core working hours are 0900 – 1730 hours Monday – Friday. There is an opportunity to work the hours across a week.

Person specification

A person would be considered for this role who meets the essential criteria below:

Qualifications

ESSENTIAL

- Relevant accounting or bookkeeping qualification or significant work experience that provides an equivalent level of knowledge and expertise.

DESIRABLE

- AAT or ICB qualification.

Skills

ESSENTIAL

- Excellent written and oral communication skills.
- Good relationship building and relationship management skills with people at all levels.
- Ability to recognise and minimise risk and deploy risk mitigation exercises where necessary. Crisis management skills.
- Excellent IT skills and ability to use a range of software including accounting software, word-processing, spreadsheets, databases and project management tools.
- Strong interpersonal skills to build relationships across all levels of the organisation.

Knowledge

ESSENTIAL

- Understanding of the systems and processes used in UK bookkeeping and accounting.
- Understanding of the principles of audit.
- Understanding of the principles of budget management.

DESIRABLE

- Understanding of the structure and principle of third sector bodies and their relationship to other sectors.

Experience

ESSENTIAL

- Experience of bookkeeping in a SME environment.
- Experience of producing the data for inclusion in statutory accounts.
- Experience of managing a payroll process.

DESIRABLE

- Experience of bookkeeping in the not-for-profit sector.

Attitude

ESSENTIAL

- Attention to detail.
- Self-motivated and enthusiastic.
- Inclined to take initiative and yet be a team player.
- Ability to plan and manage workload using shared project management tools to achieve deadlines and objectives.
- Committed to delivering excellent financial management services to the Colmore Business District community.
- A commitment to delivering value for money services.

Appearance

ESSENTIAL

The person delivering this role will often be the 'face' of Colmore BID to the outside world. We expect a person doing this job successfully to balance an outward appearance that reflects their unique character with the expectations of the business community we serve.