



Job Description

Job Title:	Senior Finance Officer
Reporting To:	Chief Operating Officer
Reportees:	None
Hours:	Part-time (initially 50%, or 2 days per week)

Main Responsibilities:

1. Day-to-Day Financial Management

- Maintain accurate financial records for IDPC and be the initial point of contact with regard to all financial matters, in line with IDPC's Financial Policies and Procedures.
- Receive and process all invoices received by the organisation.
- Complete the reconciliation of all transactions on Xero (our online accounting software) – posting all invoices, debit card payments, direct debits, salary payments and expenses.
- Accurately enter payment details onto our online banking platforms, including the monthly payroll, for approval by senior management.
- Provide financial information to IDPC colleagues as and when required, including preparations for new funding proposals.
- Track donor reporting deadlines and requirements, and produce the required financial reports, statements and relevant documentation with the help of the rest of team.
- Produce monthly financial management (profit and loss) reports, for review by senior management and the Board of Director.
- Raise invoices and communicate with suppliers as required, ensuring value for money.
- Working with senior management, develop annual organisational budgets and budget narratives, against which progress can be routinely monitored.
- Resolve finance queries in a timely manner.

2. Organisational Audits

- Prepare annual accounts, for the purposes of review by senior management, the Board of Directors and our independent auditors.
- Liaise closely with the independent auditors – including preparing any required paperwork, and managing any financial queries raised.
- Ensure that the required reports are submitted to Companies House and HMRC.
- Coordinate any additional grant-specific audit processes, in line with donor requirements.

3. General

- Track and, where needed, renew contracts for IDPC consultants and other external providers.
- Review IDPC's financial processes and systems, advising where efficiencies can be made, or where policies or procedures need to be updated.
- Maintain orderly and user-friendly filing systems, including human resources files.
- Monitor and ensure the security of IDPC's IT systems.
- Manage the pension enrolments or opt-outs of the IDPC team.
- Develop and maintain annual leave forms and staff timesheets where required.
- Support the Executive Director with preparations for meetings of the Board of Directors, including the development of relevant financial papers.
- Other duties and international travel as required.