



<b>Job Title (Location)</b>	<b>Finance Officer (London, Hammersmith)</b>
<b>Salary and Band</b>	<b>Band 5 – Salary range £37,186 - £43,548 DOE (Inclusive of London weighting)</b>
<b>Annual Leave</b>	<b>27 days plus 9 Bank Holidays for full-time hours</b>
<b>Reports to</b>	<b>Head of Financial Accounting</b>
<b>Direct Reports</b>	

### **About Maggie's**

We provide free cancer support and information in our specially designed centres across the UK and online. Working alongside NHS hospitals, Maggie's centres are staffed by expert Cancer Support Specialists, Psychologists and Benefits Advisors, helping people to take back control when cancer turns life upside down.

Our long-term ambition is to be there for everyone with cancer in the UK at all 60 cancer centre sites to ensure that there is no-one living with cancer who is unable to access the expert psychological and information support that they so desperately need to live the best quality of life possible. The next five years brings us over the halfway mark to achieving this goal.

### **About the Post Holder**

You will be a part qualified accountant with at least three years experience of using a computerised financial accounting package. You will have a proactive approach with the motivation and ability to work autonomously, under minimum supervision, exercising personal judgement effectively and referring matters where appropriate. You must be able to communicate financial information to non-finance colleagues and build relationships across different functions.

### **About the Role**

You will demonstrate strong financial experience and excellent communications skills to support the Head of Financial Accounting to manage and maintain the accounting system, including ensuring that the system is complete, accurate and up to date, including testing and assisting with the implementation of the new system. You will be responsible for the month end accrual and prepayments processes and ensuring timely and accurate processing of month end procedures. You will be responsible for maintaining the fixed asset registers and calculating and posting depreciation. You will highlight areas where systematic improvements need to be made, and communicating these to the relevant people. You will assist in the year end preparation of

the financial statements and all necessary supporting documentation in preparation for the Annual Audit.

### **Key Responsibilities**

- Manage and maintain the accounting system, ensuring that the system is complete, accurate and up to date. Manage and execute balance sheet reconciliations including prepayments and accruals. You will perform journal entries and corrections. Investigate and resolve discrepancies, as appropriate, and close off at month end.
- Maintain the fixed asset register and calculate and post depreciation journals.
- Maintain construction cost trackers and reconciliation of costs in Charity and Trading Subsidiary
- Review, post and reconcile monthly pre-payments and accruals and provide reports thereon where required.
- Prepare and post quarterly investment data into the accounts and reconcile to the investment reports provided by the investment managers.
- Support Treasury and cash management and ensure that investment income is optimised by keeping the accounting system up to date and accurate.
- Protection of Maggie's assets including income and fixed assets by reconciliations and proper recording, and supporting members of staff to follow the correct procedures according to the Finance Manual.
- Assist in the annual external audit, and provide information for the Auditors as required.
- Identify any control or system weakness/inefficiency and develop procedures and systems.
- Train and support others to follow the financial procedures and understand their importance.
- Day-to-day management of the accounting system.
- Support non finance members of staff in issues of management of income, VAT, Gift Aid, budget management and other finance issues as necessary.
- Provide support and training for Centre staff as requested to ensure that correct financial procedures are followed.
- To deputise for the Finance Officer in their absence to reconcile the bank accounts.
- To process Gift Aid claims together with the other Finance Officer.
- Assist in carrying out annual finance support visits to relevant Maggie's Centres to ensure financial procedures are adhered to and provide training where necessary.

### **Essential skills and experience**

- Part qualified accountant, or AAT qualified.
- English and Maths GCSE pass or Standard Grade or Nat 5.
- Experience of using an accounting system
- Good working knowledge of spreadsheets
- Fast, accurate keyboard skills and attention to detail.
- Ability to work to tight deadlines
- Ability to work with people at all levels in the organisation and communicate effectively.
- Ability to produce reports and analyse data accurately and quickly.
- Ability to think through problems to solve them
- Strong team worker with high level of integrity.