

# Finance Officer

**Position type:** 4 days part time (20 hours), permanent

**Reports to:** Head of Operations & Governance

**Salary:** £27,000 per annum (FTE), pro-rated to part-time hours

**Hybrid role, based in Birmingham with the expectation of 1-2 days per week in the office**



## 1. ABOUT UNITED BY 2022 CHARITY

United By 2022 Charity is the official legacy of the Birmingham 2022 Commonwealth Games. We're proud champions of the West Midlands, working with communities, volunteers, young people, and employers to create opportunities, inspire pride, and tackle social challenges. With an exciting future ahead, we're at the heart of making the region more connected, inclusive, and united.

## 2. JOB PURPOSE

The Finance Officer will play a key role in administering the Charity's financial operations, and supporting the leadership team in delivering sustainable growth, and ensuring compliance with statutory requirements. This role delivers hands-on financial management, and payroll oversight.

## 3. KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Key responsibilities include:

### Financial Operations & Reporting

- Process day-to-day financial operations, ensuring accurate and timely recording of transactions.
- Administer the sales ledgers, working with other managers, to raise timely invoices and credit notes.
- Maintain strong working relationships with debtors to ensure prompt payment of invoices.
- Administer the purchase ledgers, supporting other managers, ensuring accurate accounting of invoices/other expenses. Oversee purchase order process. Maintain strong working relationships with key suppliers and internal customers.
- Maintain regulatory and professional compliance.
- Maintain robust internal controls, policies, and procedures.
- Provide administrative support to the month and year end accounts
- Support auditors with supplying documentation and administrative queries
- Produce weekly cashflow forecast.

### Budgeting & Strategic Support

- Support with the preparation of annual budgeting and reforecasting processes.
- Provide financial insight and advice to the management team to inform decision-making.
- Support funding applications and grant reporting with accurate financial data.

### Payroll & People Support

- Manage relationship with external payroll provider
- Prepare monthly payroll, pensions, and staff expenses for external Payroll provider, ensuring compliance with employment legislation. Staff team of 11 at present.

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- Liaise with HR and external providers to ensure accurate and timely processing.
- Process PAYE, NI, and pension for timely submissions.

## Systems & Process Development

- Operate finance systems (e.g., accounting software, payroll systems) and implement improvements.
- Ensure financial data is accurate, up-to-date, and secure.
- Streamline processes to improve efficiency and transparency.
- Support Governance & Compliance
- Help with the preparation of reports for the Finance & Audit Committee and Board of Trustees.
- Ensure adherence to charity finance regulations, SORP, and best practice.
- Act as the first point of contact for external auditors, bankers, and other stakeholders.

## 4. PERSON SPECIFICATION

Skills & Experience		
	<i>Required</i>	<i>Desirable</i>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Professional qualification (for example, AAT) or qualified by experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Project Management, or Business Administration qualification/s, e.g. PRINCE2.</li> <li>• ACA, ACCA, CIMA, or equivalent.</li> </ul>
<b>Skills &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in financial management, ideally within the charity or non-profit sector.</li> <li>• Experience managing payroll and pension schemes.</li> <li>• Excellent IT skills, including accounting software (e.g., Xero, Sage, QuickBooks) and Excel.</li> <li>• Strong analytical, problem-solving, and communication skills.</li> <li>• Ability to work independently and collaboratively with senior leaders and trustees.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in grant reporting and funder compliance.</li> <li>• Knowledge of charity fundraising and trading subsidiaries.</li> <li>• Familiarity with financial management in a growing organisation.</li> <li>• Strong knowledge of charity SORP, VAT, Gift Aid, and relevant regulations.</li> </ul>
Personal Qualities		
<b>Teamwork &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>• Respects and values diversity; supportive and reliable team player.</li> <li>• Builds strong relationships with colleagues and partners through collaboration and adaptability.</li> </ul>	

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<b>Communication</b>	<ul style="list-style-type: none"><li>• Clear, confident, and approachable communicator at all levels.</li><li>• Open and transparent, able to present and contribute effectively while maintaining trust and confidentiality.</li></ul>
<b>Commitment &amp; Results</b>	<ul style="list-style-type: none"><li>• Demonstrates integrity, ownership, and accountability in delivering high-quality outcomes.</li><li>• Proactive and resilient, with strong planning, problem-solving, and time management skills.</li></ul>
<b>Motivation &amp; Drive</b>	<ul style="list-style-type: none"><li>• Self-motivated with a positive, can-do attitude.</li><li>• Professional and committed to the charity's mission and values</li></ul>