



Methodist Women in Britain

FINANCE OFFICER Role and Responsibilities

Job brief

This is a voluntary, unpaid position which will require a substantial time commitment although working hours can be arranged to suit. A laptop and wireless colour printer is provided and all other necessary expenses will be reimbursed

We are looking for a Finance Officer to take charge of the financial processes of Methodist Women in Britain, an independent registered charity, by administering accounting operations to meet legal requirements.

You should be familiar with independent examinations, dealing with invoices and expenses claims and producing regular accounting reports. Prior knowledge of MWiB and its relationship with the Methodist Church is preferable but not essential. The Finance Officer is a Trustee of the Charity and as such is required to be a member of the Methodist Church or permitted to hold office in the Methodist Church. You should also have excellent organizational skills and be able to handle time-sensitive tasks.

Ultimately, you'll be responsible for the day-to-day management of our financial transactions and procedures.

Responsibilities

- Keep accurate records for all transactions
- Process payments for expenses and other chargeable events through our Charities Aid Foundation (CAF) account
- Record and analyse all income received into the Central Finance Board account
- Deal with all cash and cheques to be paid into the CAF account
- Receipt all income by email or paper receipt
- Reconcile Bank Statement for both accounts
- Prepare regular financial reports ahead of each Finance Task Group or Executive meeting as appropriate. Both of these meet five times per year.
- Report on all financial matters to each Forum Meeting (see below)
- Prepare full year accounts at the Year End and liaise with the Accountants in the preparation of the Trustees Annual report and Financial Accounts as required by the Charities Commission
- Ensure that all trustee information is correctly recorded on the Charity Commission website
- Chair the Finance Task Group
- Ensure that all expenditure agreed by the Trustees is in accordance with the MWiB Constitution.
- Liaise with the Resources Officer regarding sales and stocks of Resources and MWiB Merchandise

Requirements

- Previous experience as a Finance Officer or similar role preferable
- Good knowledge of financial and accounting procedures
- Confident in the use of MS Excel, PowerPoint and MS Word.
- Confident in dealing with large amount of email correspondence
- Excellent analytical and numerical skills
- Ability to manage multiple deadlines
- Strong ethics, with an ability to manage confidential data
- Confident in presenting reports and proposals
- An Accounting qualification is preferable
- Willingness to be an active participant in events organised by MWiB around the Connexion.

Note 1: The Forum is the body which runs the Charity. For further information please refer to our Constitution