



Job Description

Title: Charity Financial Officer

Location: Abingdon Carousel Family Centre

Hours: 3-5 hours per week in term time, 3-5 hours per week in holidays. Flexible working allowed.

Rate of Pay: £12.50 - £15.00

Job Purpose and key tasks

Summary: Providing the key financial and administrative services to support the Trustees in meeting their legal obligations as a charity.

1. To provide oversight of all financial transactions relating to the charity and bring all information together into quarterly management accounts for the use of the Trustees.
2. To provide all information that is needed by the accountants at the year-end so that they can produce accurate final accounts in time for the September AGM.
3. With the Centre Manager, to develop strong administrative systems that are regularly updated, to include;
 - correct and regular invoicing of room hires
 - accurate maintenance of petty cash records
 - accurate and timely reporting of staff hours and other payroll information to the accountants
 - in liaison with the treasurer, ensure that all bills are paid (or queried) by the due date.
4. To provide, as requested, analysis of past financial or service information and

projections or option comparisons to support the Trustees in decision-making.

5. To provide mandatory financial and general reports to external bodies such as HMRC, the Charity Commission, Abingdon Town Council, Oxfordshire County Council and other funders, by required deadlines.
6. To process the paperwork for all changes to the board of Trustees via the Charity Commission and ensure Trustees are informed of their obligations.
7. To complete all returns that are required by the Charity Commission and HMRC so that Abingdon Carousel is compliant with the requirements of both organisations.
8. Occasionally, to carry out any other duties relevant to the post as may reasonably be required by the trustees.