Finance Officer

Reports to: CEO

Hours: 30 hours per week

Wage: £32,000-£36,000 FTE (Actual £25,600 - £28,800 pro rata)

Role Purpose
To manage the day-to-day financial activities of the charity, in line with the strategy and policies set out by the Board and as directed by the CEO.

1. Financial Management

- Preparation of monthly management accounts and other regular financial reports to colleagues to monitor the overall financial performance of the charity.
- Preparation of the annual budget for the charity.
- Carry out month and year end processes.
- Monitor the collection of monies due to the charity and their placement in bank accounts falling within the charity's reserves and investment policies.
- Oversee the charity's pension scheme arrangements.
- Oversee payroll set up and payments.
- Review and input if required Xero transactions regularly including generating Xero invoices to funders, monitoring that funds are received within agreed timeframe.
- Download bank transactions from bank accounts into Xero and reconcile to monthly end closing balance.
- Approve and check petty cash at the end of each month.
- Arrange for initial set-up of payments on online banking and co-ordinate or delegate first and second authorisations.
- Prepare audit pack and work with auditors to review draft of Year End Accounts ahead of finalisation and liaise with the CEO, Chair and Treasurer for report updates. Ensure compliance, with the CEO, of Charity Commission guidelines

2. Compile financial information on:

- Project tracking and costs
- Budget setting
- Project reporting
- Staff costings
- Payroll

3. Admin/Point of Contact for:

- Bank accounts including regular statement downloads and filing.
- Auditors
- Payroll
- Pension provider
- Collate finance information required for inclusion in mandatory reports to funders.

4.Provide Admin Support for:

- Audited accounts
- Charity Commission
- Companies House –updating records and filing confirmation statement
- HMRC Government Gateway access – PAYE and Gift Aid
- Smart Pension
- Atlantic Data – DBS invoices

Please note this list is not exhaustive and may be changed and/or amended to fit the needs of the Charity. If training is required for your role, the charity will fund this.

Updated September 2026

Person Specification

Area	Essential	Desirable
Qualifications and development	Relevant accounting or bookkeeping qualification, or demonstrably equivalent experience (for example AAT Level 3 or above). Commitment to continuing professional development and keeping knowledge of charity finance and regulatory requirements current.	Part-qualified or qualified accountant (for example AAT Level 4, ACCA, CIMA, ACA or equivalent). Training in charity accounting, payroll or pensions administration.
Experience	Experience of day-to-day financial administration, management accounts, budgeting, bank reconciliation, payroll processes and year-end preparation. Experience producing accurate, timely financial information for non-finance colleagues and senior decision-makers. Experience maintaining effective financial controls, records and audit trails.	Experience in a charity, voluntary-sector or other regulated organisation. Experience of restricted funds, funder reporting, Gift Aid, Charity Commission requirements and Companies House filings. Experience liaising with auditors, pension providers, banks and payroll providers.
Knowledge and systems	Sound understanding of bookkeeping principles, accruals, prepayments, budget monitoring and financial confidentiality. Confident use of accounting software and spreadsheets, including accurate data entry, reconciliation and reporting.	Practical experience of Xero, online banking, HMRC Government Gateway and pension administration systems. Knowledge of the Charities Statement of Recommended Practice (SORP) and charity reserves requirements.
Skills and abilities	High level of numerical accuracy, attention to detail and ability to meet recurring deadlines. Ability to organise competing priorities, work independently and escalate risks or discrepancies promptly. Clear written and verbal communication, with the ability to explain financial information accessibly. Collaborative and responsive approach when working with colleagues, trustees, funders and external advisers.	Ability to improve processes and make proportionate use of digital tools to increase efficiency and control.
Values and approach	**Child and relationship centred:** understands how dependable financial stewardship supports safe, effective services for children and families, and builds trusting working relationships through collaboration and open communication.	Knowledge of Home-Start's model of family support and the needs of families with young children in Portsmouth.

	Respectful: listens actively, communicates thoughtfully, values diverse perspectives and treats confidential information with care. **Compassionate:** works with empathy, understanding and kindness, recognising the circumstances of families, volunteers and colleagues. **Inclusive and Empowering:** Demonstrates integrity, inclusion, accountability and a commitment to Home-Start Portsmouth's purpose of helping families and ensuring children have the best possible start in life.	
Other requirements	Commitment to safeguarding, equality, diversity and inclusion, and to complying with organisational policies. Full DBS check required. Willingness to undertake role-related training and work flexibly within the reasonable requirements of the charity.	Experience supporting or working alongside volunteers and trustees.