



Job Description

Job Title: Finance Officer

Reporting to: Senior Finance Officer

Location: Head Office (NW11 6AB) and flexible working is possible

Salary: £21-24,000 per annum, based on experience

Hours: Full time (37.5 hours) Monday-Friday (We will also consider part time)

Resources for Autism's Vision

Resources for Autism's vision is a world where autistic people are able to live fulfilling lives, with equal chances to reach their full potential. For over 24 years, we have provided practical support for autistic people and for those who love and care for them. From community support to group activities, therapy sessions, parent support & sibling groups to holiday play schemes; we aim to give those whom we support a better and happier life.

As an organisation, we pride ourselves on our openness, commitment to our service users and to supporting each other. Many of us enjoy the benefits of flexible working and our staff turnover is remarkably low – which some attribute to being part of a extraordinary, non-political, warm working culture.

The Finance Officer's role is key in ensuring all our transactions are recorded in an accurate and timely manner. As part of this role you will act as a business partner able to demonstrate relevant financial data to the leaders of service departments to enable Resources For Autism to meet the everyday growing demands for its vital services.

Finance Officer Duties

- The main purpose of the position will be **to assist** the Senior Finance Officer and Head of Finance in all aspects of the financial processes of the Finance department, which works across both the London and the West Midlands office.
- **Work with Bank/Cash Book- Quick Books(QBKS)**, including:
 - Record and code all transactions from the bank to QBKS
 - Manage invoices and expenses receipts and save in QBKS
 - Pay all approved invoices/expenses twice a month
 - Reconcile all bank accounts daily
- Manage queries from **suppliers** (e.g. office and equipment suppliers)
- Record and reconcile **credit card** payments on QBKS
- Taking **card payments online** or over the phone and recording them on QuickBooks
- **Raising sales invoices** using Registers including for contractual fees and parental or other fees
- Following up on **arrears** and assisting with queries about fees from parents/carers of service users
- Be able to **raise grant invoices** as directed by the Senior Finance Officer or Head of Finance
- Manage the office **petty cash** for the London clubs and services
- In the absence of the Senior Finance Officer, you will **attend meetings** and be the main point of contact.



- **Participate** in the wider RfA planning and work as and when necessary

Person Specification

Relevant finance experience

Experience with finance software- Quick Books is preferable

We are looking for someone who is passionate and committed to the charity sector and the work that Resources for Autism is doing.

Ability to be non-judgemental and communicate effectively with RfA senior staff, colleagues, service users and families.

Excellent organisation and prioritising skills: balancing workload with the help of the Senior Finance Officer

Excellent verbal and written communication skills

Willingness to learn and gain knowledge centering around the work the charity does.

Emotionally intelligent and sensitive to the needs of others.

Able to use their professional judgement in complex decision-making scenarios.

Benefits of the role

Staff benefits are widely offered and available to attract, support, develop and retain our valued staff, enabling them to reach and use their full potential. Benefits include, but are not limited to: a family friendly working environment, 25 days of annual leave, pension scheme, access to a wellbeing employee programme, flexible working patterns and continual professional development aligned with your personal goals.

You will be part of an incredible team made up of people who are skilled at what they do, compassionate, supportive of each other and truly committed to our vision of changing the narrative around autism.

In our most recent staff survey, 82% of our staff responded that they would recommend RfA as a great organisation to work for.

QuickBooks and systems training will be offered.

Resources for Autism is an organisation where we respect and seek to empower each individual and support the diverse cultures , perspective, skills and experiences within our workforce.

End date for applications: 26th September

Interviews: week beginning 4th October

Send CV and cover letter to: maria@resourcesforautism.org.uk