



Christian Family Concern is a charity with roots going back over 130 years, dedicated to supporting the family.

We own and manage supported accommodation for up to 21 young mothers and their children, as well as a 56 place registered Day Nursery. We also run a Counselling Service.

## Finance Officer

**We are looking for a part time Finance Officer to join our Core team.**

<b>Location</b>	South Park Hill Road, South Croydon, CR2 7YB
<b>Contract</b>	Permanent
<b>Hours</b>	Part Time – 3 days per week
<b>Salary</b>	£22K - £26K (FTE £32K - £38K) <i>Dependent upon qualifications and experience</i>

**The Finance Officer has responsibility for the effective and efficient management of the charity's financial records and for maintaining sound financial systems and practices.**

### **Main purpose and scope of work:**

Dependent upon qualifications and experience the Finance Officer will:

- Produce monthly management accounts
- Prepare the annual accounts
- Assist in the preparation of the annual budget

### **Specific responsibilities:**

- Maintain accurate financial records on Sage Business Cloud Accounting.
- Manage the Charity's bank accounts and monitor cash flow.
- Monitor aged debt and credit control.
- Manage payroll on Sage Business Cloud Payroll.
- Maintain donor records and manage Gift Aid claims.
- Assist in the preparation of grant applications.
- Such other duties as are required.

### **We are looking for someone who is:**

- ✓ Positive and approachable and able to form strong relationships with staff.
- ✓ A team player, with good time management skills.
- ✓ Able to demonstrate good organisational, administrative and ICT skills.
- ✓ Reliable, motivated, flexible and adaptable.
- ✓ Qualified, or qualified by experience, to fulfil this role.

**We can offer:**

- The opportunity to make a real contribution to the lives of those we serve.
- A positive, friendly, and supportive team of staff.
- Great facilities and potential.

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

***The post is subject to an Enhanced DBS check and references.***

**For more information and an application pack, please contact us on:**

[admin@christianfamilyconcern.org.uk](mailto:admin@christianfamilyconcern.org.uk)

020 86880251

[www.christianfamilyconcern.org.uk](http://www.christianfamilyconcern.org.uk)

**CLOSING DATE Friday 20<sup>th</sup> December 2024.**

Interviews will be held in the week beginning 6<sup>th</sup> January 2025.