# **Job Vacancy**

# Finance Officer

Remunerations + benefits: Negotiable dependent on experience, 33 days holiday (including bank holidays)

Hours: 37 (Monday to Friday)

Contract Type: Permanent

Closing date: Friday 27th September

Reds in the Community is a registered charity that uses the power of football and Barnsley Football Club to engage and improve the lives of local people through a range of activities and projects within four key themes – Education, Health, Sports Participation and Social Inclusion.

Reporting to the Chief Executive Officer, the charity is seeking to appoint an experienced Finance Officer to join its busy and high performing team. This new role is multi-faceted with responsibility for managing and developing the financial management function of our charitable work. You'll need to have a proven track record of drafting, implementing and monitoring budgets for a multi project organisation.

This role will include responsibility for;

* Monitoring financial performance and preparing monthly management accounts for the CEO and senior management team
* To produce quarterly finance reports for the Board of Trustees
* To oversee and lead the annual audit and accounting process
* Develop internal systems and processes to enhance organisational efficiency
* To implement efficient systems for the day to day financial transactions including invoicing and payments
* To oversee and implement the payroll and pension functions for the organisation
* Evaluate the need for new technology to meet the organisation's financial data processing, control and reporting requirements

You will be an experienced and enthusiastic qualified accountant with both excellent technical skills and the ability to communicate and work with staff and stakeholders at all levels throughout the organisation. You will be highly organised and able to work under your own initiative to solve problems and improve processes.

The ideal candidate will have;

* At least 3 years' experience in a similar financial management role
* Excellent knowledge of charity finance compliance
* Excellent knowledge and experience with Sage 50 accounting and payroll software
* You will be an AAT qualified accountant with a passion for charitable work
* You will have highly developed excel and IT skills

Please apply by sending your CV and a covering letter to Wayne Bullimore, CEO, Reds in the Community, Oakwell Stadium, Grove Street, Barnsley S71 1ET or alternatively email wayne.bullimore@barnsleyfc.co.uk. Please detail your current and expected salary in your covering letter.

Reds in the Community is committed to safeguarding children and young people and is an equal opportunities employer and welcomes applications from all sections of the community. Successful applicants will be subject to an Enhanced Criminal Record Check (DBS).

\*Please note that due to the expected high volume of applicants only candidates selected for interview will be notified.

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