



Finance Officer - 1 day a week

We are looking for a volunteer to undertake the finance officer role at Citizens Advice Bromley. This is an opportunity to support the office in a very positive way in the work it does to help clients on a range of issues.

Role purpose

To undertake the finance routines and processes required in supporting Citizens Advice Bromley's office

Finance responsibilities:

- process payments into and out of the office's accounts
- prepare the monthly budget statements and end of year accounts,
- authorise invoices within pre-determined limits
- make payments from petty cash within pre-determined limits
- reconcile petty cash and prepare statements
- record and bank payments coming into the office
- Use QuickBooks to do accruals and pre-payments
- Use Quickbooks to produce management accounts

Person specification

The volunteer should be able to demonstrate:

- numeracy skills and the ability to work within established financial systems
- knowledge of Quickbooks and excel
- experience of book keeping and related finance matters
- ability to update spreadsheets and computer finance records effectively
- ability to prepare monthly and annual income and expenditure reports accurately.

The role holder reports directly to the Chief Executive and should therefore be able to work effectively without day to day supervision.