



# ZARACH JOB DESCRIPTION

## FINANCE & OPERATIONS LEAD

FEBRUARY 2024

### KEY INFORMATION

Salary	starting from £30,000 with progression up to £34,000 p/a (FTE)
Hours	22.5 hours per week (0.6 FTE)
Reporting to	Finance & Operations Manager
Holidays	36 days (including bank holidays) pro rated
Location	Home based with monthly travel to Leeds

### MAIN AIMS OF THE ROLE

- Champion and demonstrate a commitment to the pursuit of Zarach's social mission and values.
- To deliver the day to day finance administration to a high standard.
- To prepare the monthly payroll process.
- To support the Finance & Operations Manager in monthly, quarterly and annual financial procedures.
- To support the Finance & Operations Manager with data protection, IT, HR and recruitment activities.
- To provide high quality service to all stakeholders that includes Zarach staff and trustee team, volunteers, third party suppliers and donors and beneficiaries.

### KEY DUTIES AND RESPONSIBILITIES

#### FINANCE

- Ensuring purchase invoices are approved by the correct budget holder in line with the Financial Standing Orders.
- Responsibility for timely and accurate recording of purchase invoices and where they are coded to on the nominal ledger.
- Responsibility for raising all bank payments before their deadline, ensuring bank details and amounts to pay are accurate and they are approved correctly.
- Monthly bank reconciliations, ensuring any variances are investigated.
- Prepare monthly card spend reconciliations, ensuring all receipts are on file and the form is reviewed by the staff member and approved by their Line Manager.

- Monthly preparation of staff payroll as advised by the Finance & Operations Manager, ensuring correct submissions are made to HMRC and pension providers.
- Responsibility for ensuring we have adequate supporting evidence on file for all income. This will require downloading reports from various giving platforms, categorising income and communicating with the Office Administrator and Fundraising teams.
- Responsibility for maintaining the Fixed Asset Register.
- Ensuring restricted income and expenditure is categorised correctly on QuickBooks.
- Assist the Finance & Operations Manager with monthly financial procedures, such as journals, reconciliations, gift aid claims, cashflow and management accounts.
- Support the Finance & Operations Manager with the year end statutory accounts and external audit
- Support the Finance & Operations Manager with ad hoc tasks, such as reviewing suppliers for tender and reviewing banking arrangements.
- Managing the finance@ email inbox and dealing with adhoc questions from internal and external stakeholders.

## OPERATIONS

- Assisting the Finance & Operations Manager in operational administrative tasks and projects as required.
- Answering queries from staff regarding annual leave allowances and recording these in the HR software.
- Recording staff absences in the HR software and ensuring HR policies and procedures are followed regarding leave.
- Assist in administrative staff and volunteer recruitment procedures, such as collating applications, organising interviews and obtaining references and DBS checks.
- Reply to Data protection enquiries, such as Data Subject Access Requests.
- Assist with staff IT enquiries and helping to coordinate IT improvements across the team with our IT provider.
- Liaise with the Fundraising team to ensure all income is accounted for and thanked.

## GENERAL

- To be a champion and ambassador of the mission and values of Zarach in all aspects of work and in all interactions with Zarach stakeholders.
- Attend a monthly (or other agreed frequency) 1-1 meeting and annual appraisal with your line manager to support you in fulfilling your duties and responsibilities and in reviewing your progress against set objectives.
- Attend required meetings (internally and externally) that support the development of Zarach, its team, ways of working and relationships with stakeholders.
- Identify and attend training that will support you in fulfilling your duties and responsibilities and professional development and in ensuring that Zarach meets legal and best practice standards.
- Follow all Zarach policies and procedures and terms of your contract.
- Undertake any other reasonable duties that supports the fulfilment of the main aims of this post and the ongoing development of Zarach.



# ZARACH PERSON SPECIFICATION

## FINANCE & OPERATIONS LEAD

FEBRUARY 2024

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Part qualified accountancy qualification or working towards</li></ul>	<ul style="list-style-type: none"><li>4 / C or above in GCSE Maths and English</li></ul>	Application Form and Documentary evidence
<b>Skills</b>	<ul style="list-style-type: none"><li>Excellent attention to detail</li><li>Enjoys working with numbers</li><li>Organised and can prioritise in a busy environment</li><li>Proficient in the use of excel/google sheets</li><li>Good spoken and written communication</li><li>Self motivated and can use initiative</li></ul>	<ul style="list-style-type: none"><li>Ability to learn new procedures quickly</li><li>Knowledge of data protection</li><li>Knowledge of HR procedures</li></ul>	Application Form and interview
<b>Experience</b>	<ul style="list-style-type: none"><li>Charity finance experience</li><li>Practical use of a computerised accounting software</li></ul>	<ul style="list-style-type: none"><li>Experience working within a small team where everyone helps each other.</li><li>Experience preparing monthly payroll reports.</li></ul>	<ul style="list-style-type: none"><li>Application Form and interview</li></ul>

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>● Open</li> <li>● Respectful</li> <li>● Collaborative</li> <li>● Aspirational</li> <li>● Mission focused</li> <li>● Empathetic to the people we support</li> <li>● Caring, friendly nature</li> <li>● Comfortable working from home</li> </ul>	<ul style="list-style-type: none"> <li>● Problem solver</li> <li>● Proactive</li> </ul>	<ul style="list-style-type: none"> <li>● Application Form and interview</li> </ul>
<p>A basic DBS check will be requested as part of the final stages of recruitment. Please email <a href="mailto:finance@zarach.org">finance@zarach.org</a> if you would like to see our DBS policy.</p>			