



HOLOCAUST
MEMORIAL
DAY TRUST

FINANCE OFFICER JOB DESCRIPTION

Reporting to	Finance and Resources Manager
Location	Vauxhall, central London
Starting salary	£29,504 per annum
Salary scale	£29,504 to £33,706 per annum
Annual leave	25 days per annum
Hours	35 hours per week (part time may be considered for the right candidate) Office hours 9am – 5pm, Monday to Friday with some flexibility Occasional hours outside of these will be necessary for which TOIL will be granted

We are an equal opportunities employer and pride ourselves on working with a diverse team.

Job Purpose and Role

To maintain and report on all financial and accounting matters, providing administrative support to meet legal requirements and to support organisational management.

Main Responsibilities

1. Produce monthly management accounts for use by SMT and Trustees, using accounting software output after checking for accuracy and consistency
2. Undertake all bookkeeping tasks to reflect HMDT's income and expenditure
3. Draw up annual budgets and undertake mid year reviews, after discussion with SMT, to reflect the organisational plans for the year
4. Provide advice and guidance on financial matters, including responding to queries
5. Oversee the payroll function, including researching and recommending payroll software to allow payroll to be run in house and to fully implement this
6. Research and recommend accounting software to be used and fully implement this transition
7. Support the Finance and Resources Manager to undertake efficient recruitment, including making interview arrangements
8. Support the operations team with a range of activities, eventually taking on longer terms projects

9. Over time take on increasing responsibility for the organisations financial operations – such as preparing annual accounts, liaising with auditors and initiating changes to financial policies and procedures

Person Specification

- A. Part qualified accountant with experience working in charity finance
- B. Confident to be the main point of contact to answer finance queries
- C. Excellent computer skills, including advanced Excel skills
- D. Strong verbal and written communication skills
- E. Collaborative and team player

This job description is intended as a guide to the main responsibilities of the role, not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to the grade that are not listed above. HMDT examines and updates job descriptions periodically to ensure they relate to the role being performed.

All staff are required to support key activities such as attending HMD events therefore using annual leave in peak periods may be restricted.