

BARNET MENCAP

JOB DESCRIPTION

JOB TITLE: **Finance Coordinator**

REPORTS TO: **Chief Operating Officer**

HOURS OF WORK: **28 hours per week**

LOCATION: **35 Hendon Lane, Finchley, N3 1RT**

MAJOR DUTIES AND RESPONSIBILITIES

To provide an effective finance service for Barnet Mencap under the direction of the Chief Operating Officer

To ensure the timely payment of invoices and bills

To monitor income and ensure the timely raising and payment of invoices for Barnet Mencap's services

To input financial information onto the accounting, payroll and Banking systems

To process the monthly payroll with the Chief Operating Officer

To maintain accurate finance records, including budget data

To develop and follow Barnet Mencap's Finance policy and procedures

To maintain records of cheques and cash received and prepare same for banking

To liaise with Barnet Mencap's Bank on issues arising

To meet with the project managers to plan, monitor and review budgets

To supervise the finance project support officer

EQUALITY, DIVERSITY, and INCLUSION

To understand and actively promote equality, diversity and inclusion at all times

PROMOTION OF SERVICE

To promote the aims of Barnet Mencap, including positive images of people with learning disabilities and autistic people

GENERAL

The duties and responsibilities of this post may change over a period of time. Only significant additional duties or responsibilities as required by the Chief Executive will render the post for re-evaluation.