

# FINANCE OFFICER

Job description and person specification



**POWER  
THE  
FIGHT**

<b>JOB TITLE</b>	Finance Officer
<b>LOCATION</b>	South East London
<b>SALARY</b>	£26k – £30k (depending on experience)
<b>CONTRACT</b>	Permanent subject to funding
<b>HOURS</b>	35 hours per week – sometimes worked flexibly
<b>REPORTS TO</b>	Director of Finance and Operations

## OVERVIEW

Power the Fight is a small but dynamic charity dedicated to supporting young people affected by violence, and their families. As part of our ongoing efforts to expand and improve our services, we are seeking a Finance Officer to join our team. This is an exciting opportunity for someone with strong financial management skills and a passion for our cause to help us efficiently manage our finances and make a tangible difference in the lives of those who need it most. The Finance Officer will play a key role in ensuring that financial processes and systems are running smoothly while helping us maintain transparency and accountability as we grow.

## KEY RESPONSIBILITIES

- Processing day-to-day financial transactions, including accounts payable and receivable, ensuring timely and accurate recording
- Assisting with preparation of monthly management accounts, financial reports and variance analysis
- Oversee the payment and processing of staff expenses, ensuring compliance with organisational policies and procedures
- Supporting the Director of Finance and Operations in developing budgets and forecasts, providing detailed financial data as needed
- Reconcile bank accounts, credit card statements, and petty cash, ensuring accurate record-keeping
- Assist with the preparation and submission of VAT returns, Gift Aid claims and other statutory requirements
- Assisting with monthly payroll and submission of payroll data to HMRC and ensure compliance with pension regulatory requirements

- Support the management of restricted and unrestricted funding streams, including donations and grants, ensuring proper cost allocation and reporting
- Maintain and update financial procedures, ensuring adherence to charity financial regulations and best practice
- Assist in the preparation of year-end accounts and audits, including liaising with external auditors
- Provide financial administrative support to the Director of Finance and Operations, contributing to the smooth running of the charity
- Monitor the incoming 'Finance' email box ensuring invoices are acknowledged, authorised and paid attending to any queries that may arise
- Assist the Director of Finance and Operations with finance tasks as required i.e. information for funder reports etc

## **QUALIFICATIONS**

- AAT qualification (or equivalent) is desirable but not essential
- Familiarity with financial management software preferably Xero, and proficient in Microsoft Excel

## **EXPERIENCE**

- A minimum of two years proven experience in a financial role within the charity sector
- Basic understanding of charity finance, including VAT, Gift Aid, and managing restricted and unrestricted funds
- Clear understanding of best practice within organisation support functions

## **SKILLS AND PERSONAL QUALITIES**

- Excellent attention to detail and organisational skills
- Ability to manage multiple tasks and meet deadlines in a busy working environment
- Strong communication skills, with the ability to present financial information clearly to non-financial colleagues
- A proactive approach to problem-solving and process improvement
- Demonstrated ability to work with cultural sensitivity and an awareness of trauma-informed practices
- A passion for the charity's mission and commitment to supporting its goals
- Team-oriented, with a willingness to support colleagues across various functions
- Adaptable and flexible, with readiness to take on new challenges

## RESPECT FOR ALL

It should be noted that due to the charity's commitment to work equally with those of all faiths and none and organisations and individuals of all political persuasions, it is vital that the successful applicant demonstrates the ability to value and give respect to others regardless of their faith, political affiliation or any other aspect of diversity.

This role has a six-month probationary period and is subject to a basic DBS check.

## HOW TO APPLY

This is a rolling advertisement, and we will be assessing applications as they arrive. To apply for this role, please provide the following documents:

- An up-to-date PDF CV with details of two referees to [recruitment@powerthefight.org.uk](mailto:recruitment@powerthefight.org.uk)
- A supporting statement (maximum two pages) that outlines your interest in this organisation and role, and your fit against the personal specification and role description above

If you would like to know more about the role or selection process, please contact us via the email above.

Power the Fight is committed to being an equal opportunity employer and encourages applications from all backgrounds.

**Power The Fight**

Market Peckham, 133a Rye Lane,  
London, SE15 4BQ

UK Registered Charity No. 1181143

*[powerthefight.co.uk](http://powerthefight.co.uk)*

**POWER  
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FIGHT**

The logo consists of the words 'POWER', 'THE', and 'FIGHT' stacked vertically in a bold, white, sans-serif font. A white horizontal line is positioned below the word 'FIGHT'.