**South Yorkshire Chaplaincy & Listening Service**

**Finance Officer**

**£14,200 for 20 hours per week; 3% contribution to auto-enrolment pension scheme; pro-rata 25 days annual leave + bank holidays**

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| **Organisation** | South Yorkshire Chaplaincy and Listening Service |
| **Website** | [www.sycls.co.uk](http://www.sycls.co.uk) |
| **Address** | Alpha House  10 Carver Street  Sheffield, S1 4FS |
| **Organisation Background Information** | We are a small, rapidly expanding, charity (CIO 1174021) whose stated objective is ‘the preservation and protection of good physical and mental health through the provision of Listening and Chaplaincy Services and confidential Pastoral Care and advice for individuals both inside and outside the workplace throughout South Yorkshire.” At our core is the Christian ethos to care holistically for people and we provide emotional, mental health and/or spiritual support as a one-off or on a continuing basis. Essentially, we are an independent, confidential service supporting people through the challenges of life.  We partner with organisations to support them in providing a culture and environment of holistic well-being for the people within their care; and empower local volunteers to engage with those facing life’s challenges. This means our Listeners and Chaplains operate within a wide range of contexts: Primary and Secondary Care, Businesses, Engineering, Schools, Sports Clubs, Fire Service, working with Patients and their Families, Staff, Students, Local community. We work with organisations on an on-going basis but also respond to an organisation following a specific crisis or issue. In addition we provide training in Listening Skills and other well-being related subjects.  Our partnership approach means emotional support is offered within a community context, not only supporting individuals, but supporting that community to provide an enhanced culture of well-being. |

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| **Primary Focus of this role** | *Key aims and objectives*  To help advance and develop the day-to-day efficiency and sustainability of the charity’s finances, responsible for the day-to-day financial activities of the charity, including budget management and contributing to management reports. |
| **Overview of Role** | *What will the job entail (briefly)*  This role involves a range of tasks primarily related to the processing and reporting of financial activities.   1. **Day-to-day financial administration**: Responsibility for regular tasks such as issuing invoices, payments and receipts; collecting payments; occasionally paying in cash and cheques, using the online banking system, purchasing of office supplies, ensuring staff and volunteer expenses are reimbursed in a timely manner 2. **Maintaining accurate accounting records**: Developing and administering the accounting system, capturing different budget income and expenditure, tracking cash flow and ensuring month and year end reconciliation. 3. **Budget management**: Having an up-to-date knowledge of the current budget including grant allocated funding and ensuring that income and expenditure is tracked against these budgets. Keeping the CEOs regularly informed on performance against budget, identifying at the earliest opportunity potential over- or under-spends as well as any unallocated finances. On a quarterly basis working with the CEOs to forecast the coming period. 4. **Reporting**: Preparing monthly management reports for the CEOs and supporting in the provision of information required for the year-end report to the charity commission and other reporting requirements. 5. **Policies and Procedures**: Developing, maintaining and updating financial policies and procedures that support the growing charity, where relevant. 6. **Attending regular SYCLS team meetings**: The monthly SYCLS team meetings and supervision play a key role in feeling part of the SYCLS staff team. |

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| **Expectations of Post-holder** | Essential skills/attributes:   1. Passion for SYCLS vision and values 2. Demonstrable experience of working with charity/third sector finances 3. 5 GCSEs A-C (including maths), AAT, ACCA (part qualified), CIMA (part qualified) or Qualified by Experience 4. Good working knowledge of QuickBooks 5. Excellent working knowledge of Excel, a proficiency with Microsoft Office generally, and professional approach to emails and reports 6. Understanding and working knowledge of accruals accounting, full cost accounting/recovery and tracking both general and restricted funds 7. Excellent interpersonal and communication skills with an ability to work with and advise non-financial directors in a clear manner 8. Disciplined at managing own time and workload, with the flexibility required for working in a small, rapidly growing, charity 9. Ability, and happy, to work in a small team, and independently 10. Organised with good attention to detail 11. Values integrity and transparency   Additional, but not essential, attributes may include:   1. Experience of grant funding monitoring and reporting 2. Experience and working knowledge of budget forecasting |

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| **Additional Information** | We currently have a staff team of 18 people, most of whom are off-site, and a number of off-site volunteers. This means the post-holder will be part of a small office team of 6 whilst also communicating with a range of people across our Partner Organisations and volunteer base.  We value investing in the continuing professional development of staff and volunteers. The direction this takes will depend on who is recruited. As a minimum all our staff and volunteers have opportunity to attend regular modules in subjects related to our core objectives.  The role is for 20 hours per week – there is some flexibility in terms of the pattern of working hours across the week.  We will be asking for references from an employer as part of the recruitment process. |

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| **Estimate of travel**  This role is based at SYCLS offices in Sheffield. |

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| **Time Frame**  Interviews will be held during weeks commencing 22nd and 28th April, therefore we welcome CV applications by **Monday 14th April 5pm** (this is an extended deadline) stating your experience, relevant training and qualifications, and giving examples of how you meet the Post-holder expectations. Please also include a covering letter stating why you are interested in the position. These should be emailed (and addressed to) Linda Gascoyne, Co-CEO at linda@sycls.co.uk |