

PEOPLE IN HARMONY (PIH)

Finance Officer

The Finance Officer is a member of the Trustee Board and as such will fulfil the general role description of a PIH Trustee but taking on the particular duties as described below.

They are required to attend Committee Meetings held approximately 4 – 6 times a year including an Annual General Meeting, that are held on Saturday afternoons at a venue in SE London, and also to participate in occasional Skype conference calls. The charity's work is carried out using virtual office.

Role Summary

In conjunction with the Treasurer, to maintain an overview of PIH's financial affairs, ensuring its viability and keeping proper financial records and procedures.

Role Description

- Liaising with the PIH Treasurer and Independent Examiner in overseeing, approving and presenting budgets, accounts, financial statements and updates to Trustee meetings and the Annual General Meeting
- Liaising with the PIH Treasurer in ensuring the accounts are prepared and disclosed in the form required by funders, the Charity Commission and Companies House
- Ensuring accounts are examined by a suitably qualified independent examiner
- Keeping the management committee informed about its financial responsibility
- Liaising with the PIH Treasurer in advising on the financial implications of the organisation's strategic plans and contributing to the organisation's budget and fundraising strategy
- Ensuring the charity 'Expenses Policy and Procedure' is kept up to date and all Trustees, volunteers and potential claimants are aware of, and understand it
- Overseeing and checking expenses claims made by Trustees, volunteers and seminar speakers etc
- As a bank account signatory, issuing cheques with the required number of approved signatures, ensuring claims and payments are made on time and in accordance with the charity Expenses Policy and Procedure
- Dealing with all invoices and regular payment commitments of the charity
- Scanning and forwarding all expenses claims, invoices etc and sending them by post to the Treasurer.
- Undertake telephone banking with the PIH bank account to: (i) ascertain account balances, (ii) arrange transfers of money between accounts to ensure viability of the current account to cover expenses, (iii) re-invest the fixed term deposit, 6-monthly or as required
- Liaising with any volunteers about financial matters
- Data entry on spreadsheets if required
- Sitting on recruitment and disciplinary panels as required
- Advising on and contributing to the management of any contracted workers.

Skills

- Interest and competence in financial matters, preferably with some financial experience and knowledge of book-keeping
- Good inter-personal and liaison skills
- Desirable: Some experience of voluntary sector finance and fundraising
- Interest in mixed race

making mixed race matter

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