

# 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**

People in Harmony ♦ 20-22 Wenlock Road ♦ London ♦ N1 7GU ♦ Tel no 0845 468 0755\*

W: [www.pih.org.uk](http://www.pih.org.uk) E: [info@pih.org.uk](mailto:info@pih.org.uk) F: @peopleinharmonyuk T: @peopleinharmony

Charity reg. no. 1045356 Company limited by guarantee reg. no. 2424930 in England

\*calls cost 5p per minute plus your phone company's access charge