

**SENIOR FINANCE OFFICER (4/5 days a week)**

**Up to £32,000 pro rata dependent upon experience**

**Milton Keynes office**

**Reporting to CEO**



**The Safety Centre is the regions leading safety education charity providing essential safety education to children, young people and adults across Bedfordshire, Buckinghamshire, Hertfordshire, Milton Keynes, Northamptonshire and beyond.**

Established in 1992, we are the world's first interactive, immersive, and memorable safety education charity. As pioneers of invaluable immersive safety education, we are proud to have spearheaded the development of a UK wide network of safety centres. We established the National Safety Centre Alliance and our CEO is Vice-Chair of the National Alliance.

**We are seeking an experienced and highly motivated finance professional to join our dynamic and fast growing charity.**

**KEY DUTIES:**

- Producing monthly and quarterly management accounts with overall responsibility for day to day finances for the charity
- Actively participating in Trustee meetings as part of the Executive Team.
- Produce annual accounts for submission to external auditors and complete all statutory schedules and accounts, including VAT returns, Gift Aid returns etc.
- Ensure appropriate financial control operates within the organisation, reviewing and improving systems and processes as required and driving efficiencies in all aspects of day to day finance operations.
- Manage the budgeting and forecasting processes working closely with budget holders to review performance against budget.
- Managing the cash flow, preparing a monthly cash forecast and management of cash levels to maximise benefit for the organisation.
- Ensure the reconciliation of control accounts and undertake regular review of nominal ledger, fixed assets, debtors and creditors.
- Responsible for ensuring the accurate processing of monthly payroll and tax year end.
- Revise and develop finance and operational policies that reflect organisational values and comply with legal and statutory requirements.
- Undertake regular contract reviews and negotiations.
- Regulatory compliance and safeguarding charity operations.
- Supporting CEO with funding bids and partnership development.
- Deputising for CEO as required.

## **WHAT YOU'LL NEED TO SUCCEED**

### **Essential**

- Previous experience in similar role with responsibility for finance in small organisation, or finance responsibility for a large department.
- Experience of using accounting packages and donor database systems to extract complex data and provide analysis.
- Experienced in data processing, preparation, analysing and posting of journals.
- Experienced in sales ledger and general ledger accounting.
- Understanding of VAT rules and treatment.
- Proficient in Excel particularly SUMIF, VLOOKUP and Pivot tables.
- Internal and external audit experience.
- Negotiation and influencing skills.
- Positive can do attitude and excellent communication skills.
- Ability to work under pressure.

### **Desirable:**

- Educated to a graduate level or studying toward accounting qualifications (ACCA/CIMA/AAT).
- Knowledge of Xero and Charity VAT rules.
- Experience of reporting into Boards.
- Regulatory compliance experience.

## **BENEFITS**

- We offer a generous holiday entitlement of 27 days pro rata inclusive of one week closure at Christmas, plus statutory bank holidays.
- Free onsite parking.
- Additional training and development opportunities.
- Supportive and positive working environment.

The Safety Centre is fully committed to equality of opportunity and diversity to ensure that we reflect the full breadth of the community we serve. We welcome applications from all suitably qualified candidates.

## **DEADLINE FOR APPLYING**

Please submit a comprehensive CV and supporting statement by **midday on Friday 20<sup>th</sup> May** to [maya@safetycentre.co.uk](mailto:maya@safetycentre.co.uk)