



Reaching every BSL user with more BSL programmes that they love to watch

**ROLE DESCRIPTION: FINANCE OFFICER (MATERNITY COVER)**

**Full-time**

**Salary according to skills and experience**

**London-office based**

**(Will consider a home-based person who can occasionally travel to our office, if beyond reasonable commuter distance)**

**Role Purpose**

The Finance Officer reports to the Deputy Chief Executive

**Key areas of responsibilities:**

To work with the Deputy Chief Executive to provide financial support to the team.

This will include the following:

- Keeping accurate records for all daily transactions and allocating expenditure across different areas in line with the management accounts.
- Assisting in the preparation of the commissioning budgets as well as the organisational budget
- Process internal financial reviews of the final cost reports of selected commissions
- Reconciling daily, monthly and yearly transactions with nominal and department reports
- Tracking and maintaining a record of committed spend and forecasts
- Liaising with Knox Cropper (who undertake BSLBT's bookkeeping) on the processing of payment runs, the production of monthly management accounts and reconciliations
- Drafting financial reports for the Senior Management Team
- Undertaking projects for the Deputy Chief Executive Eg: Cash flow forecasting, modelling different approaches to budgeting
- Process invoices and expense claims via AutoEntry
- Developing an in-depth knowledge of organisational activities and processes
- Participating in audits
- Managing programme-licensing and programme-acquisition deals
- Managing ATW claims and reconciling with interpreter invoices

Employees are also required to comply with all BSLBT policies and relevant legislation.

You may be expected to carry out other duties which fall reasonably within this role.

**Person specification:****Essential**

- Minimum AAT level 4 or CAT qualified and/or degree in Accounting or Finance
- 3-5 years' professional experience in a similar role, one year of which should be in charity accounting
- Experience of working with accounting software
- A high level of attention to detail
- Advanced Excel skills
- Ability to write accurately and clearly in English
- Good communication skills
- Proficient in using cloud-based filing and database systems and different email systems
- A BSL user or, if not, a willingness to learn conversational BSL

**Desirable:**

- An interest in BSL Zone content
- An interest in Deaf culture and language
- Experience of working in a charity

This is a description of the job as it is presently constituted. It is the practice of BSLBT to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.