



# KING'S ARMS PROJECT

## Finance & Contracts Officer

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King's Arms Project has been working with the homeless in Bedford since 1989. Our Christian identity underpins everything that we do. Motivated by our faith, we are committed to following the teaching and example of Jesus Christ in his identification with those who are poor, vulnerable or forgotten.

We believe:

- There is no such thing as a hopeless case.
- People belong in community.
- People deserve opportunity.
- God is good.

We will:

- Prioritise God.
- Get there together.
- Be part of the solution.

## SUMMARY OF POST

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This post serves to collate all monthly finance data and produce monthly reports for the Finance Team and Project Leadership Team. The post holder will monitor the income and expenditure according to budget, assist all KAP teams with financial matters, including setting of the KAP annual budget, preparing the end of year accounts and facilitating the annual audit. In addition this post will have oversight and responsibility for contract management, of services provided to KAP.

<b>Role reports to</b>	Director of HR
<b>Key internal relations:</b>	Service Managers, Fundraising team, Administration and Facilities
<b>Key external relations:</b>	HMRC, Accountants, Stakeholder and Funders, Bank Manager, Contract providers



## MAIN DUTIES & RESPONSIBILITIES

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- Monthly Data and Reports
  - Responsible for processing all bank payments- invoices and expenses
  - Recording all receipt and payment transactions in Sage 50 Accounts.
  - Reconciling transactions to bank statements.
  - Producing a Monthly Summary Report on year to date spending and also forecasting to the end of the financial year. Provide explanations for under-spend or over-spend on budgets.
  - Produce a monthly bank balance report
  
- Monitoring the Budget
  - Regularly reviewing Project income and expenditure, mainly through monthly summaries.
  - Drawing to the attention of the relevant team leader and CEO any problems or possible future over-spends.
  
- KAP Budget
  - Assist COE in producing the Annual Budget.
  - Liaise with Leadership Team to establish budgets for different KAP areas.
  - Ensuring the budget balances income and expenditure.
  
- End of Year Accounts
  - Ensure all data is entered in Sage, compiled and correctly allocated at the end of the financial year. Follow all end of year procedures on Sage to produce reports for the accountants.
  - Prepare the end of year accounts in conjunction with King's Arms accountants providing them with any information they require.
  - Facilitate the Audit, and work with the accountants to provide them with the information they require to audit the Annual Accounts.



- Finance Team
  - Produce reports for the King's Arms Project Finance Team.
  - Attend the Finance Team meeting to present and discuss the finance issues in reports, and any other finance issues.
  
- Contract Management
  - Responsibility for the cataloguing and maintaining of all contracts relating to services provided to KAP.
  - Maintaining a database of contracts relating to services provided to KAP, detailing key information such as renewal dates.
  - In conjunction with the Business Logistics Officer and Office Administrator, play an active part in the contract renewal process, arranging contract tenders where appropriate.
  - Involvement in KAP's tendering for services, primarily through the generation of costing, budgeting and bid-price calculations.

## **ADDITIONAL DUTIES & RESPONSIBILITIES**

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- Maintaining working practices that reflect the overall ethos and vision of KAP, including following our policies, procedures and code of conduct.
- Promoting the well-being of clients in line with the vision and values of KAP.
- Proactively assisting KAP Leadership Team in developing and making viable suggestions for the improvement of the service and role.
- Playing an active role in the wider KAP team
- Informing senior management of service IT requirements.
- Sharing good practice with colleagues in support of the continuous improvement of the service.
- Taking responsibility for personal development.
- Attending and being involved in team meetings, training and social activities, as well as all personal development meetings, including supervisions and mentor sessions.



- Respecting and supporting the whole KAP team and volunteers.

In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of King's Arms Project

## PERSONAL QUALITIES

The Finance & Payroll Officer role is especially suited for someone who fits the following description:

<b>Experience and knowledge of:</b>	<b>Essential:</b>	<b>Desirable:</b>
Knowledge and experience with SAGE 50 Accounting software.	✓	
Knowledge and experience with SAGE 50 Payroll software.		✓
Development & Management of budgets	✓	
<b>Qualifications:</b>		
Accounting/Payroll		✓
<b>Skills:</b>		
Ability to work to a high standard with an attention to detail.	✓	
Self-motivated, able to work alone as well as in a team.	✓	
Excellent IT, verbal and written communication skills with clients, colleagues and professional agencies	✓	
Good time management skills, including the ability to prioritise and plan work to meet deadlines	✓	
Be able to demonstrate initiative and creativity in finding solutions-orientated thinking to complex issues	✓	
<b>General:</b>		
Ability to work flexible hours as the role requires	✓	
Maintain and observe conditions of health and safety	✓	
Willingness to develop within the job and undergo relevant training	✓	
Respect and sympathy for people struggling with chaotic lifestyles and/or life-controlling addictions	✓	
Be committed to Equality and Diversity, willing to learn and take on responsibility	✓	
Be positive, patient and adaptable under pressure	✓	



## PERSONAL DEVELOPMENT

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As part of King's Arms Project, it is our desire to invest in you personally. We do so through mentoring, supervisions, and on-going training.

### **Mentoring**

The main aim of mentoring is for staff members to gain support from someone outside their normal working environment. This provides opportunity every 4-6 weeks to address emotional health as well as to talk about personal issues that may arise.

### **Supervision**

One-to-one staff supervisions are completed every 4-6 weeks in order to give opportunity to talk through successes, challenges, development/training needs, and other work-related issues as they arise.

### **Training**

Regular on-going training is provided within work hours in the following contexts: Project-wide team training, house team meetings, suggested reading and opportunities for regular professional training.