

Job Description

Title:	Finance Officer
Responsible to:	Head of Finance and Operations
Location:	Regular presence at our offices in Bath plus some remote working

About Designability

Designability is an independent, national charity that enables disabled people to live with greater independence. Our expertise is in user-centred design, creating products with and for disabled people to improve and enrich their lives.

The common thread through all of our work is in the design, creation and provision of a product to increase independence for disabled people. This is not just about products people need, but products they *want* to use.

We deliver choice by involving disabled people across our organisation and throughout the design process to create innovative product solutions not available elsewhere. We create great looking, easy-to-use products that go beyond basic functionality and we partner with industry to help as many people as we can – we've transformed over 300,000 lives to date.

As a charity, our mission is get the right products into the hands of those who need them. We build prototypes and develop products in response to specific needs, in the hope that our products will inspire new markets to blossom.

Purpose of the role

The primary purpose of the role is to support the Head of Finance and Operations and Senior Finance Officer to manage the finances of the charity. This role offers the opportunity to get involved in all aspects of the charity's finances, giving a great opportunity to work on the day to day operations as well as other longer term projects. The role will also work with and offer financial support to all other teams across the charity.

Responsibilities:

- Lead on the production of monthly management accounts and supporting schedules, including project reporting.
- Manage the purchase and sales ledgers to ensure they are up to date and accurate, working closely with the Finance Assistant.
- Lead on key month end activities including reconciliations and preparation and processing of journals.
- Support and assist in the preparation of the annual budget and monthly forecasts.
- Lead on all matters relating to HMRC including preparation and submission of VAT returns and Gift Aid.
- Work closely with others across the organisation to provide finance support, including the Fundraising and Communications team, supporting on information requests for grant applications and reporting.
- Preparation of supplier payments, in line with payment terms and agreements and working with customers to ensure good credit control.
- Maintaining the Fixed Asset Register and preparation of monthly depreciation journals.
- Supporting on an ad hoc or project work to improve financial systems and processes.
- To be committed to the work of Designability and work in accordance with the organisation's policies and procedures.

- To conduct such other duties as may be required by the organisation from time to time.
- Willing and able to undertake work outside normal hours and to travel as required.

Terms of employment

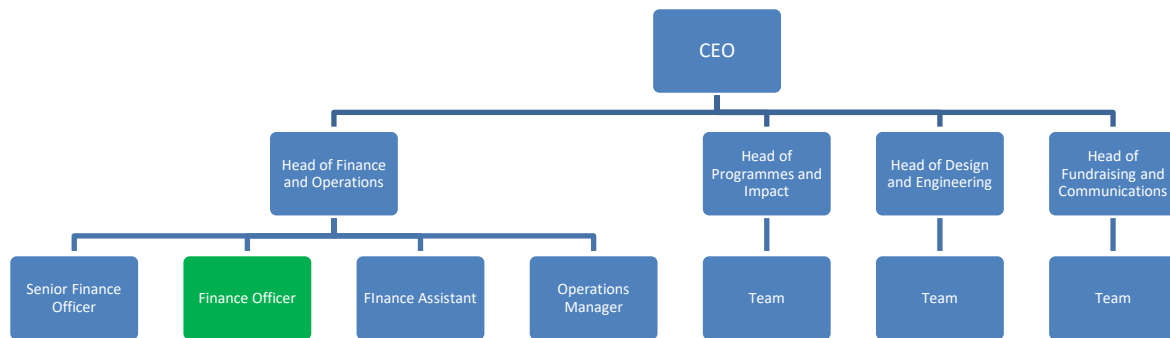
All staff within Designability are subject to a basic Disclosure and Barring Service Check before an appointment can be confirmed. If the role requires direct contact with children or vulnerable adults, then an Enhanced DBS check would be required.

Person Specification

Criteria	Essential	Desirable
Qualifications	Accounting qualification – minimum AAT Level 3 or recent relevant experience	CIMA, ACCA (qualified / part-qualified)
Experience & Knowledge	<p>Significant relevant experience in managing purchase and sales ledgers</p> <p>Excellent working knowledge of Sage 50 accounting system and Microsoft Office applications</p> <p>Proven track record in successfully managing the month end process</p> <p>Significant experience in producing management accounts and supporting analysis</p> <p>Previous experience of preparing and submitting VAT returns</p>	<p>Experience working in the charity sector</p> <p>Understanding of non-core Sage modules and other accounting systems/ software</p> <p>Experience of improving financial processes through use of systems and technology</p> <p>Accounting for / financial management on projects</p> <p>Strong understanding of budgeting and forecasting</p>
Skills	<p>Thorough and focused with strong analytical skills and a high level of attention to detail</p> <p>Strong interpersonal skills, with ability to build relationships across the organisation and with external stakeholders</p> <p>Excellent team working and communication skills, as well as ability to work independently</p> <p>Ability to plan, organise and prioritise own workload</p>	
Attributes	Multitasker accustomed to prioritising work schedules and working to tight deadlines	

	<p>Good team worker, able to build strong relationships throughout the organisation</p> <p>Self-motivated, confident and can-do attitude</p> <p>Demonstrates a positive attitude to change</p> <p>Willing and able to take on responsibility for tasks, and learn new skills and systems</p> <p>Committed to good governance and effective processes</p>	
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Team Structure



Benefits that come with working for Designability

Looking after its employees is important to Designability – supporting everyone to be happy and healthy means that we live our values of being creative, practical and inclusive and in turn meet our mission to enable disabled people to live with greater independence. We are a **Real Living Wage** and **Disability Confident Employer**.

To find out what benefits we currently offer to our team, please visit:

<https://designability.org.uk/benefits-that-come-with-working-for-designability/>

