



Herts Disability  
Sports Foundation  
Charity Number 1156034

## **Finance Officer/Admin Support**

### **Herts Disability Sports Foundation (HDSF)**

#### **Job Description and Person Specification**

Salary:	£23,144 to £23,700 (depending on experience and duties) (£9,257 to £9,480 pro rata)
Hours:	Part time – 15 hours per week, with flexibility around hours/days
Annual Leave:	33 days including Bank Holidays (pro rata 13 days including Bank Holidays)
Reports to:	Chief Operating Officer
Location:	Hybrid, office in Baldock/home with occasional travel to Hatfield

Herts Disability Sports Foundation (HDSF) is a relatively small charity working to support adults and children in Hertfordshire with physical and/or learning disabilities to participate in recreational sporting activities. We're a small and friendly team with a 'can do attitude' – making amazing things happen for our charity. More details on HDSF can be found on our [website](#).

We are looking for a permanent Finance Officer to be responsible for the day to day management of the charity finances, reporting to the Chief Operating Officer. The ideal candidate must have a working knowledge of Sage software and previous experience working in an accounts assistant or finance based role. An understanding of charity accounting would be an advantage.

We are a small but expanding charity and the role will allow the successful candidate to expand their knowledge and experience outside of a conventional finance role. The role is part time and hybrid (office and home based) – we would be happy to consider flexible working patterns (school hours could be an option).

#### **Job Description**

The Finance Officer will be responsible for;

- Assisting the Chief Operating Officer (COO) to prepare budgets and forecasts,
- Preparation of financial reports,
- Ensuring that all transactions (payments and purchases) are processed in accordance with policies and processes,

- Accurately recording all transactions on Sage software, including reconciliation of bank accounts on a weekly basis and assistance in the preparation of year end accounts,
- Maintaining effective administration procedures and systems to underpin finance activities,
- Supporting the COO in monitoring and managing Restricted funding received by HDSF,
- Creating invoices using Sage software and processing supplier payments.

HDSF contracts payroll to an external agent and is not currently required to register for VAT. Depending on skills, experience and areas of interest there will be scope to add additional duties by negotiation.

## **Person Specification**

The successful candidate will have the following attributes;

- Educated to HNC level or equivalent level with a recognised bookkeeping and/or finance qualification,
- Knowledge and experience of Sage Accounting software,
- Proficient user of Microsoft Office, particularly Excel and Word,
- Excellent communication and interpersonal skills with the ability to communicate in a range of formats (to both finance and non-finance audiences),
- The ability to plan and prioritise a range of work activities to meet deadlines,
- Customer focussed with the ability to provide a professional service at all times,
- Ability to work on own initiative but also as part of a small diverse team,
- Strong attention to detail and accuracy,
- Excellent organisation and time management skills.

The following attributes are **desirable**, but not essential;

- Experience of managing restricted funds in a charity or not for profit environment,
- Intermediate or Advanced user of Excel,
- Evidence of continuous professional development,
- Ability to travel independently
- Experience of minute taking and policy development.

## **Application Process**

Please send your CV by email to [sine@hdsf.co.uk](mailto:sine@hdsf.co.uk) or complete and email the application form [here](#). The closing date for applications is **midnight on Sunday 14<sup>th</sup> January 2024**. Interviews will be held during the week beginning **22<sup>nd</sup> January 2024**. If you have any questions prior to applying – please email [sine@hdsf.co.uk](mailto:sine@hdsf.co.uk)

## **Equal Opportunities**

HDSF is committed to providing equal opportunities and our policy is to ensure that no job applicant or employee receives less favourable treatment, particularly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We have designed this application process to help us select the best candidate for the job and to eliminate the possibility of discrimination.

HDSF is actively working towards certification as a Disability Confident Employer.

## **Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:**

HDSF is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and we will ensure that our recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults.

All staff working with Children & Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at HDSF. Appointment will be subject to successful Enhanced DBS clearance and satisfactory references. All HDSF staff and volunteers are required to undertake regular safeguarding training.