



Person Specification

Finance & Monitoring Officer

SECTION	CRITERIA
Education & Qualifications	<ul style="list-style-type: none"> • Evidence of Continued professional development
Skills, Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge of funding applications processes and experience of monitoring reporting and project delivery • Experience of setting and managing project budgets • Experience of cash handling and working within Financial Regulations and Standing Orders • Knowledge of coordinating Charity Commission requirements for a charitable organisation • Knowledge of coordinating Ofsted inspections and registrations desirable • Experience of developing risk assessments and accident reporting • Experience of working in partnership to deliver on key projects. • Knowledge of Social Impact reporting and its importance • Knowledge of opening and closing community facilities • Ability to work as part of a team • Experience of customer service delivery • Able to work flexible hours
Key Responsibilities of Role	
<ul style="list-style-type: none"> • To work as part of a management team to develop funding applications for WCHG' s community facilities, play team, volunteering and digital inclusion programmes, to develop and improve the health and wellbeing of local residents. • Use of management information to analyse and drive performance, setting key targets for funding of key projects. • To work with key partners in developing joint funding initiatives. • To work with the finance team to ensure that all income (including grants) received is accurately accounted and that Benchill Management Accounts are reconciled and banked on a daily basis. • Ensure that the grant approval process is followed accordingly. • To maintain all bookings, accounts and membership systems to enable regular reports on performance, occupancy and income. • To produce invoices and statements of account for customers on a monthly basis 	

- To process orders and payments for the centres.
- To carry out regular analysis of data in order to produce variance reports, which will report actual and projected income and expenditure.
- To supervise the cashing up and banking of monies received in all areas.
- To ensure that the cash receipting system is used correctly and offer training of new members of staff in the use of the system when required.
- To ensure that relevant records, monitoring information adhere to funders requirements.
- To input and process data and prepare regular progress reports including statistical and financial monitoring information.
- To work with external accountants for the Benchill Community Centre to develop annual accounts and submit to the Charities Commission in a timely manner.
- Support and facilitation of the Benchill Management Committee.
- Ensuring that Ofsted registration is up to date and reviewed on a regular basis.

Key Team Relationships:

Key Internal working relationships are with:

- **All Centres colleagues**
- **Community Investment Team**
- **WCHG & Finance Team Colleagues**

Key External working relationships are with:

- **Funders**
- **Charity Commission**
- **Ofsted**
- **General Public**
- **Key Partners**