**Job Description**

**Job Title:** Welcome House: Finance Officer

**The aim is:** Manage the internal accounting system for Welcome House

**Location:** Hull

**Job Duration:** Permanent, part time, hours by agreement: 14 -18

1. **Main Purpose:**

Ensure the system is kept up to date as needs change and can provide the information required to manage WH funds effectively.

Recruit, train and manage a team of volunteer bookkeepers to operate the system, and promote their own development and job opportunities.

Liaise with staff and volunteers to ensure information is provided in a timely manner and appropriate format for input onto the system.

Provide reports for the Chief Officer, Treasurer and Trustee Board on the financial position as required, both generally and in relation to specific income or expenditure.

Liaise closely with our external accountant, to ensure that our internal systems are effective, and over the production of our Annual Accounts.

1. **Manage WH Relationship with Donors:**

Develop and manage a system for delivering reports to donors on how we have spent their money; and to develop the relationship positively through information, visits, events and involvement in our activities.

Liaising with staff to ensure information is provided in a timely manner; and helping them produce appropriate reports.

**3. Involvement in Fundraising**

Working with the Chief Officer and Treasurer, identify future income sources, including existing and potential new donors and ensure applications are prepared and submitted in a timely manner.

Identify other sources of income, including partnership and commercial activities where appropriate.

Provide reports for the Chief Officer, Treasurer and Board on future income projections and cash flow.

1. **Generally**

Maintain and cultivate good relationships with our partner organisations, especially on financial issues.

Promote the interests and image of Welcome House.

Work within the policies approved by the Board for Welcome House.

1. **Other Duties:**

Carry out such other duties as may be reasonably requested for success of the Welcome House.

**Person Specification**

**Essential**

* Experience of the charitable or voluntary sector finances and accounts
* Experience of accounting systems, including electronic systems. (Welcome House uses SAGE Cloud).
* Good interpersonal skills, ability to develop relationships with people from different cultures, language and background, as well as people with a professional accountancy background.

**Desirable**

* Accounting qualification: AAT Level 3 or above

**Pay and Hours:** Pay £14 - £16 per hour dependant on qualification and experience

Hours: 14 - 18 a week, flexible by arrangement family friendly

Flexible, by agreement. family friendly

*The closing date for receiving the applications is 25th November 2024 and Interviews will be on*

*2nd December 2024*

*For an application form please contact Welcome House on email: hello@welcomehousehull.org.uk.*

If you don’t hear from us by 3rd December 2024, then please accept that your application has been unsuccessful on this occasion.