



<b>Post</b>	Finance Officer
<b>Reports to</b>	Senior Finance Manager/ Strategic Finance
<b>Hours per week</b>	35 hours per week, Monday to Friday
<b>Contract Type</b>	Permanent
<b>Salary</b>	£30,000 - £31,000 per annum
<b>Location</b>	Westway Trust, 1 Thorpe Close W10 5XL

The Westway Trust is a unique charity that stewards the resources of 23 acres of space under the Westway A40. In 2019, a local community campaign ensured that the Board of the Trust is led by local people and the Westway Trust now works together with the local community to enable North Kensington to thrive.

In 2021 a new plan was created for the organisation. This plan set a new vision, mission and values and the Trust now has a clear transformation programme to achieve social, environmental, and economic wellbeing and justice. Our leadership team is testament to our values as we strive for excellence and to deliver our ambition, we work with a full range of stakeholders including around 80 Member Organisations. You can see the organisations plan at:

[www.westway.org/about-us/horizon-plan/](http://www.westway.org/about-us/horizon-plan/)

The estate is home to more than three acres of public green space, 120 tenants including more than 20 charities and non-profit organisations, two sports and fitness facilities, 48 light industrial units, 4 car parks, 34 offices, 32 shops, and an Olympic-registered skate park.

We already receive more than one million visitors each year to the estate, and we want to expand the community, cultural, retail, sporting, and enterprise opportunities here together with improvements to the public realm so that it is a place the tenants and community is proud of, and even more visitors can enjoy.

#### **Job Purpose**

To maintain the sales purchase and cash ledgers (Banks and Petty cash) of the Westway Trust finance system working with the Senior Finance Officer and Property Finance Officer and any other related duties assigned by the Senior Finance Managers.

#### **Principal Accountabilities**

The list below outlines the principal duties and tasks related to this role. This is not intended to cover every responsibility since, by the nature of the role, the Finance Officer will be expected to take ownership of this action plan below and to develop it in line with the needs of the finance department and the Trust. The Finance Officer will be reporting to the Senior Finance Manager/Strategic Finance.

- Receive and record suppliers' invoices, reconcile suppliers' statements to the purchase ledger and be the first point of contact with suppliers.
- Setup new Suppliers and Debtors.
- Monitor invoice status through to authorisation on Focal Point.
- Keep creditor listings up-to-date.
- Sales ledger Credit control and keeping debtors list up to date.
- Raise fortnightly electronic and manual payments to suppliers, including to government institutions such as HMRC. Liaising with banks if necessary. Raising sundry cheques and electronic payments.
- Reconcile credit card statements.
- Posting of all bank and investment statements.
- Reconciliation and posting of Euro car parks.
- Reconciliation of supplier's statement and advising of any accruals and prepayments.
- Process staff expenses.

- Maintain invoice filing and archiving.
- Post transactions to the ledgers.
- Raise sundry invoices and collecting payment.
- Maintain electronic banking data and posting income to accounting software.
- Preparing banking for rent and non-rent receipts.
- Maintenance of petty cash floats and suspense accounts.
- Advising budget holders on the processes of invoice, purchase order and authorisation on Focal Point.
- Support Senior Finance Officer with month-end postings, reconciliations, year- end schedules and annual budget as required.
- Posting and Reconciling Utilities
- Provide holiday cover and peak time cover for other members of the Finance Team.
- Any other duties as may be reasonably required

<p><b>Person Specification</b></p>
------------------------------------

You will need to have the right balance of knowledge and experience, working for a charity supporting and enhancing the lives of people in the local community.

**Essential qualifications, skills and abilities:**

- A minimum of two years' experience in a busy accounts department.
- A high standard of numeracy.
- Experience of accurate data input or maintaining a computerised accounts system.
- Highly computer literate, with practical experience of using MS Office packages, especially MS Excel. Confident to prepare MS Excel based templates and tools to support the annual budget round and quarterly forecasting.
- Ability to follow agreed financial procedures including credit control, raising invoices, maintenance of nominal ledger, bank reconciliations and electronic banking.
- Good organisational and administrative skills, can demonstrate ability to prioritise work under pressure.
- A commitment to working in a team.
- A commitment to working within the Trust's equal opportunities policy.

**Desirable qualifications, skills and abilities:**

- Knowledge of computerised accounting packages, preferably Access Dimensions and Focal Point.
- Experience of using electronic banking software.
- Experience of computerised purchase ledgers.
- Studying towards AAT qualification.

The ideal candidate will demonstrate the Trust's Values— Courage, Equity, Integrity, Openness and Sustainability — at all times in their work and behaviours.