

<b>Department:</b>	Core
<b>Job Title:</b>	Finance Clerk
<b>Salary:</b>	£24,000 – £28,000 (.6 equivalent) FTE
<b>Contract type:</b>	Part time (3 days a week)
<b>Hours:</b>	22.5 hours per week (.6 contract)
<b>Responsible to:</b>	CEO
<b>Location:</b>	Club Doncaster Foundation, Eco-Power Stadium, Stadium Way, DN4 5JW
<b>Regular working hours:</b>	Foundation office hours are Monday to Friday 9.00am – 5.30pm.

**Purpose of the post:**

To support the delivery of financial processing and services across the foundation, ensuring that the organisation manages financial reporting and cashflow effectively and in line with best practice.

**Key Duties and Responsibilities:**

- To support the delivery of financial processing for the charity.
- To produce budget forecasts and expenditure reports for each department.
- Processing of all purchase and sales invoices, along with funder payment processing.
- Liaise with our payroll team for monthly wages and expense payments.
- Prepare prepayments and accruals.
- Maintain fixed asset register.
- Perform timely bank and balance sheet reconciliations.
- Deal with enquiries and general day-to-day liaison with customers, colleagues, and partners.
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails.
- Ensure all policies and procedures are adhered to.
- Active participation on continuing professional development and the appraisal process.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To maintain the quality-of-service provision, regularly evaluating work and seeking to make improvements.
- Present a professional image when dealing with both internal and external contacts and partners, always acting in a professional manner.
- To be aware and comply with the Health and Safety at Work Act.
- To carry out responsibilities with due regard to Equal Opportunities.
- To cover as and when required at other departments within the Club Doncaster Group.
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive.

**Club Doncaster Foundation - Staff competencies:**

**Our Values**

- We are professional in all we do
- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Commercial in all we do
- Win-win relationships

**Putting our clients first**

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity always

**Getting things done**

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

**Flexibility**

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high-quality service at all times

**Communication skills**

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

**Managing Self /Relationships**

Develops open and effective relationships with all colleagues

- Awareness of impact of own behaviour on others and can modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster ensuring actions contribute towards achieving them

**Important information**

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Club Doncaster is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and may be subject to DBS checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

<b>Personal Skills/Characteristics</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment (List Code Below)</b>
<b>Experience</b>			
Experience of financial reporting and administration	X		AF/I
Experience of producing budgets and cashflow projections	X		AF/I
Experience of using financial software (such as SAGE accounting)		X	AF/I
Experience of invoice and credit note processing.	X		AF/I
Experience of working for a charity		X	AF/I
Experience of dealing with charity compliance		X	AF/I
<b>Qualifications and training</b>			
Good standard of general education	X		AF/CR
A relevant qualification in finance and or accounting		X	AF/CR
<b>Special skills and knowledge</b>			
An understanding of financial planning and regulations	X		AF/I
An understanding of Charities SORP (FRS 102) and Fund Accounting		X	AF/I
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community.	X		AF/I
Proficient in use of Microsoft Office systems eg Office, Excel, Access and Powerpoint or equivalent system.	X		AF/I
<b>Personal qualities</b>			
Positive attitude with the ability to enthuse people across the team. .	X		I
Excellent written and verbal/presentation communication skills.	X		I
Ability to prioritise and meet deadlines.	X		AF/I
<b>Personal circumstances</b>			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Ability to travel independently.	X		I
<b>Physical Requirements</b>			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

\* AF = Application Form  
I Interview  
R Reference  
CQ Certificate Qualification

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster is an equal opportunities employer.