



JOB DESCRIPTION

POST:	Senior Finance Officer
RESPONSIBLE TO:	Finance Business Partner (and the Head of Finance when appropriate)
SALARY:	£26,000 to £30,000 per annum pro rata (depending on experience)
CONTRACTED HOURS:	39 Hours per week
LOCATION:	Wales office, Pontypridd

A little bit about Ategi:

Ategi are a not-for-profit support provider, with over 25 years' experience of supporting people to live their lives, their way. We support any adult over 18 who needs help to live independently. We recruit, train and support self-employed Shared Lives carers, who offer accommodation and support for adults who need a little extra help to, live independently.

Who we're looking for:

We are looking for someone who is passionate about the work we do, and dedicated to work in our finance department and who would like to work in social care and has finance-related demonstrable experience. You must be highly motivated and organised with a positive, proactive approach to your work.

Job Purpose:

- Processing month end.
- Assisting with the development and delivery of accurate monthly management accounts, KPIs, budgets, and forecasts.
- Managing and maintaining accounting systems, controls, and the processing of day-to-day financial information.
- Supporting the Finance Officers in the resolution of queries and completion of their processes during periods of absence due to leave or sickness.
- The monitoring and review of financial systems and procedures, implementing improvements in agreement with the Finance Business



Partner, to ensure that Ategi has robust financial management and audit systems.

Main Duties:

1. Support the Finance Business Partner in the provision of financial information to the organisation and in the analysis of performance.
2. Run month end, ensuring Balance sheet, fixed assets, creditors, payroll sales and purchase ledgers are reconciled, and control accounts are signed off.
3. Report actual v budget/forecast and the explanation of variances.
4. Produce monthly cash flow reports.
5. Produce additional reports as agreed with the Finance Business Partner.
6. Provide support to other functions within the organisation to help them with resolving financial queries.
7. Support and assist with production of monthly payroll and the resolution of payroll queries.
8. Assist with yearend procedures and the annual audit process.
9. Supporting the fundraising area of the business through management of financial data capture systems relevant to funders.

Candidate Profile:

- The ability to speak Welsh is desirable but not essential
- High level of experience with month end processes, reconciliations, and managing the delivery of draft month-end reports.
- Experience in Sage would be desirable.
- Minimum of 5 years' relevant experience – not-for-profit sector experience desirable.
- Working knowledge of MS Office and in particular Excel is essential.
- AAT Qualified or Qualified by experience.
- Self - starter, pro-active and able to prioritise workload. Adaptable during a period of change.
- Excellent written and verbal communication skills.

What Ategi can offer?

- A competitive Employee Assistance Plan (Health Shield), with a yearly allowance on dental care; optical care; chiropody; general health and wellbeing-related expenses and other services such as GP, counselling and discounts on at least 100 (!) online retailers
- Paid DBS application and renewal.
- Company pension.
- Funded CQC/CIW NVQ Training



Safeguarding:

Ategi is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment. The following pre-employment checks will be undertaken as applicable:

- References
- Occupational Health pre-employment screening
- DBS check
- Overseas criminal records check
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body where applicable