



The Plymouth Alliance

The Plymouth Alliance Finance Officer

ROLE PROFILE

Role Title	Finance Officer	Team	Alliance Central Team
The Role	<p>'The Plymouth Alliance' (TPA) for Complex Needs is a partnership of the following: BCHA, Hamoaze House, Harbour, Livewell South West, PATH, Shekinah and The Zone. TPA exists to provide a system of services for people with complex needs, having a five to ten year contract (from April 2019) to do so.</p> <p>This role is employed by Harbour, which acts as the 'banker' for The Alliance. The post is therefore based at and linked to Harbour but working for The Alliance directly on the Alliance finances.</p> <p>As The Alliance is not a company or charity in its own right, but a group of them, the financial transactions largely concern money being received from funders / commissioners and transferred out to organisations in line with individual agreements.</p> <p>In summary, the role is:</p> <ul style="list-style-type: none"> • To be responsible for the efficient and effective processing, recording and reporting of the Alliance's financial transactions. • To develop and utilise required systems, schedules and records • To ensure provision of management information to the Alliance Finance Group and Alliance Leadership Team (ALT). 		
Reports to	PCC Senior Commissioner	Hours	14 hrs per week
Starting Salary	£11,134.92 pro-rata of £29,428 (Band 3b £29,428 - £34,701)		



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Key Activity Area	<p>Responsibilities and Accountability</p> <ul style="list-style-type: none">• Prepare and maintain income and expenditure schedules.• Prepare and pay supplier payments, including invoices from Alliance members and subcontractors, in line with written and signed agreements.• Oversee the sales ledger and purchase ledger, ensuring all invoices and other payments are correctly authorised, coded and posted to Sage.• Ensure accurate recording and reporting of the Alliance’s cash resources including bank reconciliations.• Prepare timely and accurate monthly management accounts, noting and explaining variances.• Prepare budgets and forecasts, working with relevant others, such as PCC’s Senior Commissioner and others in the Alliance Finance Group.• Be the first point of contact for all Finance queries both internally and externally
Key Activity Area	<p>Responsibilities and Accountability continued</p> <ul style="list-style-type: none">• Work with the Senior Commissioner to carry out reconciling of spend on relevant funding streams• Prepare working papers for Harbour’s annual audit and year end reporting, as required.• Other ad-hoc finance tasks as required
	<p>Additional Responsibilities</p> <ul style="list-style-type: none">• Ensure confidentiality on all appropriate matters.• Attend training as necessary.• Attend supervision with the PCC / Alliance Senior Commissioner• Attend and contribute to Alliance Finance Sub Group meetings.
Technical knowledge and Skills	
Processing income and receipts coming into the Alliance, ensuring accurate and clear records of financial transactions.	



Processing payments made by the Alliance, ensuring accurate and clear records of financial transactions.
Account for income and expenditure of the Alliance, checking and verifying bank transactions, preparing ledger balances and control accounts, drafting a trial balance. Identifying and correcting any errors.
Preparing financial statements, ensuring compliance with relevant accounting standards and applicable legislation, reflecting the structure of business services, and specific reporting/presentation requirements.
Preparing draft budgets for the Alliance by preparing forecasts of income and expenditure, and preparing draft budget proposals.
Competencies – postholder should display the following qualities
Tackles difficult problems and takes responsibility for reaching viable solutions, seeks ways to improve overall performance levels within area of responsibility, drives for improvement despite obstacles.
Able to look at complex situations, analyse cause and effect. Looks objectively at every side of a situation to thoroughly assess options before recommending an appropriate course of action.
Addresses imminent issues, takes action to avoid problems or capitalise on opportunities within area of responsibility. Looks for ways to achieve greater results or add value.
Able to communicate in a manner that exemplifies the Alliance’s values and behaviours: Honesty, Integrity and respect, Creativity, Kindness and empathy, Inclusiveness, Trust, Courage.
Provides a supportive environment to share expertise and coach others in specialist skills, knowledge, and understanding.
Confidently presents within own area of expertise, stands by difficult or unpopular decisions, and continuously develops skills.
Has the ability to organise work according to project and time management principles and practices and plans contingencies for the unexpected.
Recognises and acknowledges own strengths, limitations and preferences. Identifies opportunities for development and seeks appropriate support.
Understands the link between their own work and the wider Alliance business plan/objectives.

Person Specification – what applicants are asked to primarily address	Office use
<p>Knowledge and Experience</p> <p>Essential</p> <p>Generally, ability to work effectively in accountancy and finance, understanding the purpose of accountancy and the environment in which it operates.</p> <p>Specifically:</p> <ul style="list-style-type: none"> • Working knowledge of double entry book-keeping. • Direct experience of month end processing and preparation of management accounts. • Direct experience of recording and reporting on an organisation’s cash resources, including bank reconciliations • Direct experience of administering purchase order system. • Direct experience of preparing and administering supplier payments • Direct experience of managing end to end financial transactional processing. • Experience of maintaining income schedules 	



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Professional skills and Abilities

Essential

- Proficient user of SAGE 50
- Analytical and highly numerate, with excellent financial literacy and meticulous attention to detail.
- Well organised and outstanding forward planning skills.
- Effective communication skills both verbal and written.
- Ability to analyse, organise and understand data.
- Ability to maintain financial monitoring systems and procedures.
- Ability to get on with a wide variety of people at all levels and to work well within a team.
- Ability to work to month end deadlines.
- Ability to work under pressure with the flexibility to adapt quickly to changing workloads.
- Expert user of MS Excel, MS Word and MS Outlook