


Red Balloon Cambridge – Finance Officer Job Description

Job Title	Finance Officer	
Salary	£ tbc depending on skills and experience. Competitive.	
Hours	Part -time: 24 hours per week (0.6 full time equivalent).	
Responsible to	Centre Coordinator	
Effective Date	September 2024	
Job Purpose	The Finance Officer will be responsible for administering the day to day, monthly and yearly financial functions of the charity. They will work closely with the Centre Coordinator and provide reports to the Finance Trustee.	
Context	Red Balloon Cambridge is a Learner Centre for the recovery of bullied children. We provide a safe environment for children who have experienced severe bullying, anxiety or other trauma. We aim to help rebuild their self esteem and to re engage with learning.	
Dimensions	Red Balloon Learner Centre, Cambridge is a vibrant community and currently provides places for up to 40 students on roll. The teaching and support staff number over 30 full and part-time staff working to support our young learners.	
Relationships	The Finance Officer works closely with the Centre Coordinator, Finance and Fundraising Trustees, Bookkeeper, Administrator and with all staff, students, parents / carers, trustees, volunteers and visitors to the Centre.	
Other Job Information	Red Balloon and the Trustees will be accountable for all working arrangements and welfare provision.	

Key responsibilities and areas of work;

Finance;

- Student placement fees: including invoicing, drafting and maintaining school fee offer letters and contracts, communication with local authorities.
- Invoicing for student lunches, school trips and other events.
- Monthly payroll.
- Accounts payable and invoicing.
- Working with the Bookkeeper and ensuring financial records are up to date for termly and annual reporting.
- Providing financial updates as required to the Centre Coordinator and Finance Trustee.
- Budget planning alongside the Centre Coordinator and Finance Trustee.
- Drafting the annual Trustees' Report and administering yearly financial reporting alongside the accountant and Finance Trustee (to include Companies House, Charities Commission).
- All other commensurate financial tasks that may arise.

Finance related to fundraising;

- Processing Gift Aid.
- Set up and maintenance of new systems for fundraising for example: taking online donation payments and donation collection at events i.e card readers, QR codes etc.
- Providing grant spending updates and reports as required to the Board of Trustees and to donor organisations.
- Building and maintaining good relationships with donor organisations and individuals - writing thank you letters and providing updates as required.

As a member of staff:

- a. abide by and support the philosophy of Red Balloon;
- b. cooperate with the other staff in the running of the Centre;
- c. respond to any perceived need for in-service training;
- d. attend staff meetings and INSET days.

Person Specification	
Qualifications	<ul style="list-style-type: none">● Relevant Finance qualifications (desirable)● Educated to A level or equivalent (essential)● Degree level education (desirable)
Skills/Knowledge	<ul style="list-style-type: none">● Experience of financial processing e.g. invoicing, payroll (essential)● Experience of financial administration of fundraising including Gift Aid● Good level of numeracy and literacy (essential)● Ability to deal assertively with competing demands and prioritise effectively (essential)● Good communication skills and ability to coordinate actions on financial matters (essential)● Computer literate - secure knowledge of Word and Excel and ability to pick up new software quickly. (essential)● Familiarity with creating and editing a wide range of documents including contracts from a template. (essential)● Desire to support young people living with mental health difficulties (essential)● Familiarity with the education system (desirable)● Familiarity with Google Docs (desirable)
Key Competencies	
Self Management	Manages personal priorities, pressures and workload in an efficient, proactive and effective way
Communications	Listens to and communicates with individuals and groups professionally, clearly and supportively. Is aware of the need for confidentiality, tact and sensitivity
Equality and Diversity	Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid discrimination
Flexible and Adaptable	Responds positively to unexpected changes in the routine of the Centre and to any new requests that may arise
General Information	
<ul style="list-style-type: none">● The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. Specific tasks, goals and performance criteria will be agreed through the Appraisal Scheme.● The Centre is committed to safeguarding children and all staff must undergo a DBS check and have two suitable references before they can start work.● All work performed/duties undertaken must be carried out in accordance with relevant Red Balloon policies and procedures, within legislation, and with regard to the needs of students, staff and parents.● Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by Red Balloon.● For further information about Red Balloon-Cambridge please visit http://redballoonlearner.co.uk	

Please email your application form including your suitability for this post to jessica.lechner@cambridge.rblc.org.uk or post it to Jessica Lechner, Centre Coordinator, Red Balloon Learner Centre, Cambridge, 42-44 High Street, Milton, Cambridge, CB24 6DF

CLOSING DATE for applications is Monday 5th August. Red Balloon is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to suitable references and an Enhanced DBS check.

Please let us know how you found out about the post.