



ROLE DESCRIPTION / PERSON SPECIFICATION

Post: Finance Officer

Hours: Up to Full Time - 35 hours

Reporting to: Chief Executive Officer

Department: Finance

Location: Head Office

Purpose of the job

The Finance Officer will combine accuracy and attention to detail with the ambition to develop into a senior finance leader. You will take responsibility for managing the day-to-day finance operations and for producing accurate, timely financial information, supported by in-house and external training as required.

You will report directly to the CEO and play an active role in the management of Board meetings and wider corporate governance. Over time, you will progress to full responsibility for the finance function, contributing directly to the strategic and operational leadership of the charity.

To succeed, you will bring integrity, discretion, and professionalism, together with strong communication skills and a commitment to our values of accountability, openness, and care in serving our community.

Key Responsibilities

- Lead and manage day-to-day financial operations, including ledgers, reconciliations, and payments.
- Assist with the preparation of monthly management accounts, including variance analysis and commentary.
- Assist with the preparation and monitoring of annual budgets and forecasts.
- Support cashflow monitoring and reporting to the CEO and Board.
- Maintain compliance with charity finance regulations, internal controls, and audit requirements.
- Liaise with external auditors and support the preparation of year-end financial statements.
- Provide financial reporting to the Board and actively contribute to the management of Board meetings and corporate governance.

- Contribute to the ongoing development of reporting frameworks and finance systems to support organisational performance.

Responsibilities common to all staff

Data Protection / GDPR

All employees with responsibility for using personal data must follow the principles in Data Protection legislation/GDPR, ensuring the information to which they have access is used appropriately:

Health and Safety

DGMHA places paramount importance on the health, safety, and welfare of its employees at work. We aim to exceed the minimum statutory obligations for health and safety.

Under the Health & Safety at Work Act (1974), the employee is responsible for taking care of his / her own health and safety, and that of others who may be affected by his/her acts at work.

Flexibility

The employee is expected to adopt a flexible approach to representing DGMHA at varying times and be able to meet the ever-changing challenges and opportunities of working within DGMHA. This role should actively promote and encourage a similar professional disposition throughout the Association.

Person Specification

Experience, Qualifications and Training:

- AAT qualified, or part-qualified accountant (ICAS/ACCA/CIMA) with ambition to complete training, or equivalent experience.
- Solid bookkeeping and management accounting experience, with a readiness to take ownership of outputs.
- Strong Excel and finance system skills (experience with Xero an advantage).
- High attention to detail, strong organisational skills, and the ability to prioritise effectively.
- Integrity, discretion, and a collaborative working style.
- Commitment to professional development — supported self-study and training will be provided.
- An interest in and commitment to working in the charity and care sector.

Value base: A belief in inclusion, fairness and equality evidenced through work practice or personal experience. A desire to ensure people are at the heart of decision making and an ability to balance this with the needs of the Association. Commitment to the principles and practices of continuous improvement.

Skills, Abilities and Knowledge: Excellent organisational skills and an ability to effectively problem solve within a financial environment. Must be self-motivated, able to work on own initiative, prioritise workload, multi-task, meet deadlines and be able to work under pressure. Will have excellent communication skills (written and verbal) and be able to communicate effectively with all stakeholders. Incumbent should lead by example in terms of behaviour and conduct in relation to everything they do within their role.

Note: This role description is not exhaustive and reflects current requirements. The employee is expected to view it as a guide rather than an exact description of duties and responsibilities. It may be subject to variation from time to time in accordance with the evolving organisational requirements.