

## **FINANCE OFFICER – JOB DESCRIPTION & PERSON SPECIFICATION**

### **1. Job Description**

The post of Finance Officer is an elected 3-year post. The purpose of the post is to look after and safeguard the financial assets and position of the BAB. The duties and responsibilities include but are not necessarily limited to:

- Attending Executive and General Meetings of the Board
- Ensuring that the financial books and records – kept and actioned by the Secretary on a day-to-day basis – are accurately maintained
- Producing management accounts and year-end final accounts that give a true and fair view of the Board's financial position
- Reviewing and setting budgets for the anticipated annual income and expenditure.
- Setting the subscription fee
- Investigating new income streams from government funding or any other commercial area
- Producing a fiscal statement for the AGM
- Project Manager for the BAB website: <http://www.bab.org.uk>

### **2. Person Specification**

The post holder should have a recognized accountancy qualification, preferably via either the Chartered or Certified route, and have a financial background and experience which encompasses and demonstrates:

- A good understanding of Sage accounting systems
- An ability to work as part of a management team
- IT literacy, with special regard to Sage, Excel, and data back-up
- An ability to present financial reports in a clear and straightforward manner