



Finance Officer Job Description

Department: Finance

Reports to: Finance Director

The Finance Officer is a key member of the College's finance team, providing essential support to both the Development and Finance functions. The role combines responsibility for accurate recording and processing of donations, gifts, and related income with the efficient operation of the College's Purchase Ledger. The postholder will work closely with colleagues across the Accounts and Development teams to ensure that transactions are processed accurately, reported clearly, and comply with the College's policies and external regulations.

Key Responsibilities

Development Finance & Gift Administration

Donation Recording and Reconciliation

- Accurately record all donations received via direct debit, bank transfer, online platforms, cheques, and cash across systems including DARS, PayPal, BBMS, Stripe, PCFNA, CAF, AFO, and gift registries.
- Reconcile donation data between the Development and Finance systems, ensuring completeness, consistency, and accuracy.
- Liaise with the Development Team to verify the correct allocation of gifts to funds, campaigns, and purposes.
- Maintain detailed, up-to-date donation records to support timely donor acknowledgment and reporting.

Gift Aid and Regulatory Compliance

- Prepare and submit Gift Aid claims in compliance with HMRC requirements.
- Collect and maintain Gift Aid declarations and process related refunds from HMRC.
- Monitor Direct Debits and ensure timely updates for cancellations or amendments.
- Support the Development Director in maintaining compliance with data protection, audit, and fundraising regulations.

Development Reporting and Analysis

- Produce regular financial reports for the Development Director, Finance & Planning Committee, and Governing Body on donation income and expenditure.
- Maintain and update trackers for funds, campaigns, and restricted gifts.
- Provide data and analysis to support donor communications, stewardship reports, and campaign progress summaries.

Development Expenditure Management

- Work with the Development Director to ensure all Development Office and campaign expenditures are correctly coded and recorded.
- Monitor Equals Money cards and other development-related funds, providing regular reconciliations and expenditure reports.

Finance Support Functions

Accounts Payable and Purchase Ledger

- Process and verify purchase invoices, ensuring compliance with the College's policies.
- Maintain supplier accounts and ensure proper authorisation for payments.
- Prepare and execute payment runs, reconciling supplier statements promptly.

General Payments and Support

- Process sundry payments, scholarships, battle refunds, and international payments as required.
- Assist the Finance Office during audits, budget preparation, and financial year-end processes.

General Responsibilities

- Support collaboration and effective communication between the Finance and Development teams.
- Contribute to continuous improvement of financial and administrative processes.
- Undertake any other duties commensurate with the role and its purpose.

Person Specification

Essential

- Strong IT skills, including Excel and finance databases or donor management systems.
- Experience in finance administration, donation processing, or income recording.
- High attention to detail and accuracy in record-keeping.
- Strong organisational skills and the ability to manage competing priorities.
- Excellent interpersonal and communication skills, with the ability to liaise confidently with donors, suppliers, and colleagues.
- A proactive, flexible approach with a commitment to accuracy and confidentiality.

Desirable

- Experience working within a charity, higher education, or not-for-profit environment.
- Knowledge of fundraising databases (e.g. DARS) and financial systems.
- Familiarity with Gift Aid and HMRC reporting processes.
- Understanding of donor stewardship principles and campaign reporting.