



Independent Finance Officer (Qualified Bookkeeper to include payroll) Role Profile



Responsible to:	CEO
Hours of Work:	Approx. 5-15 hours per week
Location:	Remote / Bognor Regis Office base / Hybrid
Salary:	Negotiable
Contract:	Self employed

About us

CAPITAL Project Trust is led by its members, staff, trustees and supporters – all of whom have lived experience of mental distress.

We work from a bottom-up approach, giving all a voice, using consultation and coproduction methods to encourage everyone to contribute their ideas and set the direction for the charity.

We were founded upon developing training for people with lived experience at a time when people had no voice, and we became the independent representation of the lived experience community in the county which influenced local mental health services.

We support a membership of about 300 people, offer training, support and a framework that ensures people can lead our work.

We also provide independent accredited peer support in-reach services to acute mental health wards in West Sussex, as well as monthly peer led Patient ViewPoint forums.

Since 2022 we are leading coproduction within the West Sussex Mental Health Community Transformation Programme and have set up a new independent network: SCALE (Sussex Coproduction and Lived Experience.) We are working alongside community organisations and groups in West Sussex to effectively coproduce and develop a longer-term vision for mental health services (and the priorities of the NHS Long Term Plan.)

CAPITAL Project Trust is part of an alliance of Voluntary Community & Social Enterprise organisations delivering services and working together as Pathfinder West Sussex, with a view to making local services accessible for anyone needing mental health support.

Purpose of the role

The Independent Finance Officer is a self-employed role, that oversees the financial running of the charity.

The role works closely with the CEO and Board of Trustees, to ensure the Charity's statutory legal requirements are maintained.

The role helps to support the business planning, decision making and finance control as well as ensuring effective day to day management of income and finance.

The role maintains accounting records and related financial information necessary for the compilation of the draft annual accounts.

Responsibilities

1. Maintain standard bookkeeping practices, using Sage Cloud
2. Check and pay invoices from suppliers and transfer information onto SAGE into correct cost centres, and pay approved staff expenses
3. Prepare invoices for funding and other sales, credit control where necessary
4. Maintain relationships and liaise with our current Bank as required
5. Prepare and present a quarterly Finance Report to the Board of Trustees
6. Maintain and process our company payroll (currently 24 employees) and automatic enrolment of pensions, and process payments to employees via BACS
7. Produce information and reporting for annual finance year end returns, in liaison with our accountants
8. Comply with current General Data Protection Regulation (GDPR), practice confidentiality, following current policies and procedures

Person Specification: Independent Finance Officer

Essential Criteria

Experience and Skills

1. Experienced in using SAGE Cloud
2. Considerable experience working in finance and finance administration
3. A bookkeeper's qualification
4. Membership of a professional bookkeeping body (e.g., the Institute of Certified Bookkeepers)
5. Excellent communication skills and the ability to convey complex financial information to a non-financial audience
6. Experience in producing management accounts and year end accounts

Knowledge and Understanding

1. Good level of knowledge of Microsoft Office and good admin skills
2. Experience in managing payroll
3. Able to manage own workload and work independently
4. Commitment to the ethos and values of the CAPITAL Project Trust

Desirable Criteria

1. Lived experience of mental health distress / using mental health services and having empathy with people with lived experience of mental health issues
2. Experience of working with teams with a variety of technical skills
3. Experience of budget planning and forecasting
4. Knowledge/Experience of HR procedures and processes

The CAPITAL Project Trust complies fully with guidance issued by UK Government and Visa Immigrations to ensure the prevention of illegal working in the UK therefore successful applicants will be required to demonstrate their entitlement to work in the UK by providing documentation requested.

October 2022