

Job Specification

Post title	Finance officer
Responsible to	MaaMonth Manager

Role Purpose

The role of the finance officer is to support the MaaMonth Manager in maintaining all financial record keeping and banking

Role Outline

Key responsibilities and objectives of the job:

- To complete any tasks given by the MaaMonth Manager
- Attend MaaMonth team meetings
- To escalate any issues to the MaaMonth Manager
- To support and work closely with your team
- To maintain excellent record-keeping (i.e. all invoices and payments are accounted for appropriately)
- To ensure all reimbursements are made and documented
- To ensure account/spreadsheets are updated accurately

Key Skills

- Organisation
- Team Work
- Communication- Written and Verbal
- Interpersonal Skills
- Time Management
- Attention to detail
- Strong background or experience with finance and numbers

Essential Experience

- Ability to priorities workload
- Proven track record of good book-keeping experience

Desirable Characteristics

- Punctuality
- Enthusiasm
- Efficiency
- Decisive
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Ability to work well with the lead.
- Good time management