

Job Title:	Finance Officer
Place of work:	Columban Mission Office, St. Columban's, Widney Manor Road, Solihull B93 9AB
Reporting to:	Regional Bursar
Contract:	Fixed term for 12 months
Days/Hours:	22.5 hours per week, worked over three days (including Mondays, with the remaining days to be agreed). However, we are happy to consider flexible working arrangements, with a minimum of 15 hours per week for the right candidate.
Salary:	Competitive salary, depending on experience.
Additional information	On-site only
Additional Benefits: • An additional week of holiday (vs national entitlement) • Four discretionary days of holiday over the Christmas period when the office is closed • Discretionary Christmas bonus • Discretionary paid compassionate leave • Discretionary Occupational Sick Pay • Discretionary paid time-off for dependents • Discretionary paid time-off for public duties • Discretionary additional bank holidays • Flexible working • Long Service Awards • Private Healthcare Scheme • Pension enrolment (optional) • Invitation to Charity conferences and webinars	

Job Purpose

To provide essential day to day financial processing, support and advice. As a member of the Finance team, the Finance Officer will be responsible for keeping accurate and up-to-date records of the Charity's financial activities on both the accounting system (Sage) & associated files. They will also contribute to the effective guardianship of the Charity's resources.

This is a hands-on role responsible for processing invoices and payments, reconciling bank accounts and credit card transactions, allocating customer receipts, monitoring aged debt and supporting income reconciliation. The Finance Officer will be a key user of the Charity's finance and purchase-to-pay systems, ensuring transactions are accurate, timely and compliant with financial procedures.

The postholder will also respond to routine finance queries, resolve transactional issues, identify errors or control concerns, and escalate matters where appropriate.

Main Tasks and Responsibilities

FINANCE OFFICE - Tasks & responsibilities:

- To keep up to date and accurate records of financial transactions on Donorflex (CRM database) and Sage 50 accounting system;
- Handling daily donations, depositing to bank using a digital cheque scanner
- To process all bank receipts through Donorflex (CRM database) to enable a smooth interface to Sage 50;
- To liaise with suppliers and creditors to maintain relationships as part of cash flow management;
- To check and reconcile purchase invoices ready for payment, and to investigate and resolve any issues;
- To be responsible for the petty cash system in line with the Charity's Financial Procedures.
- To manage the receipt process to ensure financial compliance in line with the current policy;
- To complete regular bank, petty cash and credit card reconciliations;
- To oversee the credit card processing, ensuring security at all times;
- To reconcile control accounts and deal with discrepancies;
- To ensure all contracts/agreements are filed centrally and updated on the database;
- To manage and reconcile the financial records of fundraising and memberships to ensure accurate reporting;
- To support the preparation for the annual audit, EOY settlements and fixed asset register;
- To record Legacy paperwork and liaise with Solicitors and/or Lay Executors. Also, to keep record of a Legacy Debtor Account;

- To support with budgeting, management accounts and budget analysis;
- To assist with handling gifts and claims;
- To draft Charity policies & procedures;
- To support with Charity commission;
- To complete HMRC returns for VAT and Gift Aid;
- Keep a Fixed Asset register and complete depreciation, disposal and additions;
- Month end and reporting
- Take responsibility for own workload, highlighting capacity issues or competing priorities where these may affect delivery.
- To support the Mission Office, as and when required

The main responsibilities of the post are outlined above. This list is not exhaustive and is intended to reflect main tasks and areas of work.

Person Specification

Criteria	Essential	Desirable	Assessed by
Qualifications/ Training	Has a Degree or close to completion. AAT qualified or equivalent work experience. Demonstrable continuing professional development.	Additional qualifications or training relevant to the role's purpose and key responsibilities	Application
Previous experience	• Working experience of SAGE accounting system. • Experience of working with CRM Databases • Solid finance experience within a similar environment. • Solid experience within a customer service environment. • Working experience of Excel functions and spreadsheets.	• Minimum of two years' experience is preferred. • Employment/volunteering in a charity or Catholic organisation. • Experience of working in a small office/team. • Experience of using Donorflex	Application / Interview
Skills/abilities	• Excellent communication skills, both oral and written. • Good interpersonal and diplomatic skills, with the ability to deal with senior stakeholders with confidence and respect. • Excellent prioritisation skills and strong organisation skills with attention to detail. • Resourceful and maintains poise under pressure. • Able to work flexibly both in terms of time and responsibilities. • Proactive and able to use initiative. • Excellent record-keeping. • Excellent IT skills.	• Willing and able to travel within Britain (only if necessary). • Legacy knowledge from previous experiences. • Willing to offer new ideas and best practices.	Interview
Knowledge and understanding	• Sound knowledge of financial literacy and governance. • Good knowledge of accounting procedures and best practices.	• Good knowledge of financial and Charity practices. • Understand and be sympathetic to the life and work of The Missionary Society of Saint	Interview/Test

		Columban and The Catholic Church	
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Closing Date: Midnight on Tuesday 10th November 2026

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

**Please use our Application Form to apply for the vacancy and send a copy of your recent CV to
HR@columbans.co.uk**