



Finance Officer

£11,274 pro rata (£27,810 FTE)
Part time, permanent (15 hours per week)

About us

Exeter Community Initiatives is a dynamic charity working in Exeter and across Devon. Exeter Community Initiatives works to ensure that people are supported at an early stage to reduce the risk of crisis, promote empowerment and allow people to thrive in happy, strong and diverse families and communities.

About the role

We are looking for an experienced and conscientious Finance Officer to join us to deliver our day-to-day financial procedures.

Responsibilities

- Process sales and purchase invoices, obtain correct authorisation
- Post transactions onto Xero using relevant department and fund
- Set up supplier and salary payments through online banking
- Raising customer invoices
- Bank reconciliation, resolving any queries
- Reconcile petty cash
- Ensure Jelly sales reconcile with Zettle on spreadsheet, identify errors and resolve
- Assist with payroll data when necessary and ensure staff expenses are posted onto Xero
- Banking
- General office support (answering the phone/helping visitors)
- Any other duties as required

Be aware of and follow ECI policies and procedures, with particular attention to standards of customer service, health and safety, and equality and diversity.

🏠 148 -149 Fore Street, Exeter, EX4 3AN

☎ 01392 205800

✉ info@eci.org.uk

🌐 www.eci.org.uk



Registered Charity Number: 1026229
Registered Company Number: 2844870 (England)



Helping where it matters most

Candidate Requirements

Essential

- Bookkeeping experience
- Familiarity with Xero Accounts software
- Confident using Excel spreadsheets
- Accuracy and attention to detail
- Clear understanding of confidentiality and data privacy standards
- Good standard of maths and English
- Helpful and friendly attitude

Desirable

- Familiarity with Xero Accounts software
- Confident using Excel spreadsheets
- Accuracy and attention to detail
- Clear understanding of confidentiality and data privacy standards
- Good standard of maths and English
- Helpful and friendly attitude

Location, Commitments and Terms & Conditions

- Permanent, part time role (15 hours per week)
- Hybrid working locations (home/office blend)
- 26 days holiday plus bank holidays with 1 extra day for each full year of service, up to 31 days
- A Pension Scheme is available with a 5% contribution from the employer, provided it is matched by a minimum contribution of 3% from the employee
- Subject to a six month probationary period with an initial review after three months

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Competency Framework

Planning and Achieving Results (includes openness to change and continual improvement):

- Handles several complex tasks simultaneously, breaking down large pieces of work into smaller, simplified and more manageable parts.
- Initiates new ways of doing things and reassesses priorities in the light of change.
- Shares knowledge and expertise with team members to improve working practices.
- Learns lessons from successes and failures.

Problem Solving and Decision Making (includes decision making, using information and resources effectively and subject matter expertise):

- Uses initiative in generating creative solutions to problems, Identifies and evaluates a range of options and is a confident and appropriate decision taker.
- Effectively interprets a range of written and numerical data to identify trends and issues, and makes effective proposals for solutions/improvements.
- Proactively identifies and utilises internal and external contacts and/or sources of support and expert knowledge.
- Manipulates data to produce reports and KPIs.

People Skills (includes managing others, team working, communicating and E&D):

- May have supervisory and leadership responsibilities and if so, supervise, lead, develop and motivate the staff team and volunteers in providing an effective service based around trust and a positive attitude to performance and customer needs.
- Effectively conveys important information using appropriate language in writing and verbally.
- Understands and implements effective forms of communication and has advanced listening skills, including awareness of body language.
- Challenges inappropriate behaviour.
- Sensitive to specific needs or cultural norms of different groups/individuals and can adapt approach or service accordingly.
- Can present opposing views in a diplomatic and calm manner.

Customer Focus:

- Proactive in building rapport with wide range of stakeholders and empathises with customers with diverse needs.
- Tailors service to meet individuals' needs as appropriate.

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