SIGNATURE JOB DESCRIPTION

JOB TITLE	**Finance Officer**		
JOB NO. / ID	BUSxx	**DATE LISTED**	10/26
GRADE	2	**SALARY**	£24,850 per annum, pro rata.
JOB LOCATION	Durham office - Hybrid		
WHO WE ARE	At Signature, we are proud to be recognised as the leading awarding body for deaf communication and language qualifications in the UK. Signature became an independent organisation in 1982 to promote and teach British Sign Language (BSL), since then we have supported more than 500,000 people to learn British Sign Language. We have also had thousands of other learners who have completed other deaf communication and language qualifications with us. We are passionate about creating qualifications that provide our learners with the skills they need to build successful careers. As a charitable organisation, we work tirelessly to improve communication, by creating learning opportunities for every stage of life. Joining Signature means being part of a supportive team that works tirelessly to ensure no one is left behind. We invest in our employees growth and development, providing opportunities to learn, improve, and ascend in their careers. This role will be located in our Durham office, with the option of hybrid working in line with our hybrid working policy. **Our Vision:** At Signature, we aspire to create an environment where every team member feels proud, valued, and respected. Our people are empowered to use their unique skillsets, supported to achieve their best, and motivated to contribute meaningfully to our mission of promoting British Sign Language (BSL) and making a difference in society. We believe that by fostering a culture of continuous improvement, trust, and collaboration, we can achieve excellence and ensure no one is left behind.		

ABOUT THE ROLE			
SERVICE LINE / DEPARTMENT	Finance	**REPORTS TO TITLE**	Accountant
FULL OR PART TIME ROLE	Part Time	**HOURS PER WEEK**	
PURPOSE OF THE ROLE	The purpose of the role is to support Signature to enable a world where everyone communicates seamlessly, and inclusivity is the norm and where BSL is widely known and used.		

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	The Finance Officer plays a crucial role in helping Signature achieve its mission by ensuring the organisation continues to be financially strong. As Finance Officer you will oversee Signatures purchase ledger and payroll together with related transactions and controls. You will assist in preparing the management accounts including nominal ledger posting, journal entry and asset control.
KEY RESPONSIBILITIES	As Finance Officer you will be responsible for: • Assist in the preparation of Management Accounts, including Balance Sheet reconciliations and related narrative. • Assist in the collation of information for the preparation of annual budgets and reforecasting. • Processing of all purchase ledger transactions, nominal ledger costs and assessor payments. • Preparation, calculation, accounting and payment of staff salaries and assessor fees. This includes all related deductions and payments in accordance with Signature terms and relevant legislation. • Processing of standard monthly journals, reconciliation and analysis of accruals and prepayments, including analysis of nominal accounts. Maintenance of the Fixed Asset register including depreciation, additions and disposals. • Assist with monitoring routine budget management by preparing reporting spreadsheets and evidence. • Assist with maintenance of supporting records for external and project funders. • Administer company credit card procedures, ensuring claims correctly completed and coded. Follow up queries and post to ledger to monthly reporting deadlines. • Ensure that full reconciliation of the bank accounts is completed in a timely manner and prompt follow up of any non-reconciling items. • Assist other team members when necessary and carry out any other duties which may reasonably be expected of the post holder.

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EXPECTED SKILLS, APPROACH AND EXPERIENCE	**Essential Skills** We are looking for someone who is: • Strong communicator • Excellent analytical skills • Ability to extract and summarise financial information **Experience with the following software:** > Microsoft Office Suite. > Sage Line 50, Sage Payroll. > Telephone/Textphone/Short Message Service (SMS) > IRIS CRM.
EXPECTED QUALIFICATIONS	*Optional*
WHY US?	Joining our team means becoming part of a vibrant community dedicated to promoting accessibility and inclusivity. You'll engage in meaningful projects that raise awareness and advocate for Deaf culture, while also enhancing your understanding of diverse communication methods. We are passionate about promoting British Sign Language (BSL), and we start with our team by offering all staff the chance to gain Deaf Awareness and BSL Level 1 qualifications. Work-life balance is important to us, that is why at Signature you can enjoy the benefits of hybrid and flexible working, along with generous annual leave allowance. We prioritise the wellbeing of our team with regular company development and team-building days, as well as dedicated wellbeing days throughout the year. Together, we can make a significant impact, breaking down barriers and enriching lives through education and support.
CAREER DEVELOPMENT	Signature nurture talent by providing opportunities for personal development and upskilling, allowing you to grow and develop as an individual. We offer a support environment where you will be given every opportunity to utilise your skills and maximise your potential.
SIGNATURE EQUAL OPPORTUNITY EMPLOYER	Signature is committed to creating a diverse environment and is proud to be an equal opportunity employer. We encourage applications from all suitable candidates regardless of age, disability, gender identity, marital status, race, faith or belief, or sexual orientation.

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INTERNAL ONLY			
JOB DESCRIPTION SIGNED		DATE ISSUED	