

## JOB DESCRIPTION

### Finance Officer



**Organisation name:** Dementia UK

**Job title:** Finance Officer

**Reports to:** Finance Manager

#### Role responsibility

We care about supporting families with dementia. Our experts deliver practical solutions and one-to-one support, ensuring that people can live more safely and positively. We're a diverse and collaborative team, who are always looking at ways in which to improve and innovate our service.

As our Finance Officer, you would ensure that our charity is managing our finances efficiently and effectively. You will keep abreast of both internal and external factors affecting our financial performance and help us to plan for the long-term. Your analysis and reporting will ensure that we maximise our budget in support of our mission.

#### Role duties

- Create and maintain finance systems and procedures.
- Produce statistical reports and present your findings to our managers.
- Analyse change and predict future trends.
- Manage budgets and make recommendations for future planning.
- Provide financial information for funding applications.
- Support and train other managers to oversee their budgets.
- Ensure that we comply with financial regulations and legislation.

#### Qualifications and skills

- On track to receive a 2:1 or above in a quantitative degree or relating subject.
- Outstanding numeracy and technical skills.
- Experience of analysing and extracting key data from statistics.
- An analytical approach to investigating and solving problems.
- Excellent communication skills, particularly when presenting detailed financial data to others.
- Ability to work under pressure and to challenging deadlines.
- Shares knowledge and works effectively in a team to deliver objectives.

*This job description is a case study only. It should not be considered as an accurate description of a live role within the named organisation.*