

Broadening Choices for Older people (BCOP)

Job description: finance officer

Hours: Full time – 35 hours per week

Salary: £28,000 – 30,000 per annum

Location: Stirchley, Birmingham

Broadening Choices for Older People (BCOP) is recruiting for a full time finance officer. The charity operates three nursing care homes and a small number of social housing schemes for older adults based in Birmingham.

An exciting new role has arisen for a finance officer to join a small, friendly finance team, within our support office.

The charity is developing a new vision for its residents, tenants and employees. The successful candidate will help the finance team and the wider support office with finance and ad-hoc administrative duties to meet governance and regulatory requirements. The key areas of responsibility will relate to accounts payable, accounts receivable, payroll and administrative support.

The post holder's duties will include but not be limited to:

- Support the accounts receivable function to ensure all income is correctly charged & allocated & all debtors & tenants accounts are reconciled on a monthly basis.
- Follow up on monthly aged debt analysis reports to highlight & reduce any potential arrears and bad debts.
- Support the accounts payable function to ensure correct and timely processing of all invoices, credits, payments and reconciliations to the accounting system.
- Process purchase ledger payments including dealing with supplier queries.
- Ensure all purchases and supplies are correctly charged and allocated on a timely basis.
- Support the fiancé team leader with payroll function.
- Ensure all creditors and supplier accounts are reconciled on a monthly basis and follow up to highlight any issues or discrepancies.
- Follow up monthly aged creditor reports to highlight & reduce any potential issues and account holds and charges.
- Work collaboratively with the finance team to ensure that all payroll is processed accurately and on time in order to meet key deadlines.
- Support the finance team with month end processing, debtor and creditor reports, variance analysis and reconciliations to support the production of the management accounts
- Deal with telephone queries for the support office in a confident, professional manner
- Assist other departments with administrative duties when there is administrative overflow or special projects as needed

The post holder will work very closely with the finance officers and the finance team leader to ensure that standards are met and maintained across all aspects of the finance teams' work.

Who are we looking for?

The role would suit a candidate with a background in finance ideally with at least 1 years' experience who wants to develop their accountancy skills. AAT or similar qualification would be desirable but is not essential. Knowledge and experience and a high attention to detail, however, are necessary for the role. Experience in a similar sized organisation or charities / not for profit or housing sector experience would be an advantage.

You will need to be organised, proactive, have a great attention to detail, be a problem solver and tenacious at seeing things through to conclusion. You will be a great communicator at all levels, both verbally and written and be able to translate financial speak to those less confident than yourself.

BCOP encourages individuals who have a commitment to continuous improvement including people who can generate ideas and aspirations to improve services, make efficiencies and try to do things better.

What's on offer

As well as a competitive salary other benefits of working for BCOP include

- Free on-site car parking, with good links to public transport network
- 24 days annual leave plus bank holidays pro rata, increasing to 29 days pro rata after 5 years' service
- Free health insurance
- Workplace pension
- Ongoing professional development/CPD
- Flexible on site working

Interviews will be held at our support office in Stirchley, Birmingham.

How to apply:

If this sounds like you, please apply via attaching your CV and covering letter of no more than two pages to tell us how you meet the criteria and provide evidence of the necessary skills, qualifications, knowledge and expertise required. No agencies please.

Shortlisted applicants may be invited to an initial screening interview with the Senior Finance Officer, and if successful, will be invited to a panel interview.

Application deadline: Monday, 2nd November 2026