

Job Description

Job title: Finance Assistant
Reports to: Finance Director
Responsible for: None

1. Main purpose of job

The role will be responsible for supporting the finance function of the charity with timely and accurate execution of all tasks to ensure a high standard of service to the department's internal and external customers.

2. Main duties/responsibilities

- Processing the income transactions for both the Charity and trading subsidiary in a timely and accurate manner, working with colleagues across Finance, Supporter Engagement and Fundraising to ensure income is posted to the correct areas so that supporters are properly thanked for their generosity.
- Raising of invoices for income generating activities such as the hiring of The Hub, clinical courses, sponsorship and Corporate Partnership Agreements, etc.
- Processing the expenditure transactions of the Charity and trading subsidiary in a timely and accurate manner, ensuring all costs are correctly allocated to the correct cost centres.
- Performing reconciliations of the Charity and trading subsidiary's purchase and sales ledgers.
- Supporting the Charity staff in raising purchase requests in accordance with the purchasing procedures and ensuring invoices are approved in accordance with the schedule of delegated authorities.
- Supporting the Purchase Lead in ensuring timely and accurate processing of payments to suppliers and charity staff.
- Regular banking of all receivables for the Charity and trading subsidiary.
- Monthly bank reconciliations for the Charity and trading subsidiary.
- Reconciliation and processing of all cash floats held throughout the charity and trading subsidiary.
- Providing relevant information and documentation for the consolidated monthly management accounts as required.
- General financial services administration as required.
- Providing cover for the main duties of the Income Lead and the Purchase Lead to ensure the Finance team has resilience and capacity in busy periods or during leave.

- Additional duties as required to support the functions of the team.
- Using their skills and experience to ensure the integrity of the accounting system is maintained to the highest standards, identifying weaknesses and opportunities and highlighting these with the Finance Director to improve the team and systems performance.

3. General duties/responsibilities

- From time to time, the post holder may be required to work at any of the charity's sites in line with organisational needs.
- All staff must ensure confidentiality and security of information dealt with in the course of performing their duties. They must comply with and keep up to date with charity policies and legislation on confidentiality, data protection, freedom of information and computer misuse.
- All staff are required to adhere to and act consistently with all relevant health and safety legislation and charity policies and procedures in order to ensure that their own and the health, safety and security of others is maintained.
- Staff will actively promote the charity's commitment to equality and diversity by treating everyone with dignity and respect.
- All employees should take a proactive approach to personal development in order to ensure that skillsets are aligned to the demands of the role as it evolves and develops to meet the organisation's changing needs.
- All employees have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults.
- It is the responsibility of all employees to conduct all business in an honest and ethical manner.
- Staff should uphold and demonstrate the charity's values (reasoned, accountable, integrity, synergy, evolution).
- All staff should be aware of their responsibilities to protect the reputation of the charity e.g. social media and behaviour.
- Reporting incidents via the Datix system as part of an open and fair culture.
- Staff should be willing to undertake any activity as deemed appropriate by the charity that is in line with skills, experience and knowledge.

4. Person specification

Education and qualifications	
Essential	Desirable
5 GCSE's or equivalent	Working knowledge of, or qualification in, double entry bookkeeping
Experience	
Essential	Desirable
Experience of working in an office environment	Experience of working within a finance function
	Experience of working within the third sector
Knowledge and skills	
Essential	Desirable
IT literate with good office and administration skills	
Working knowledge of Microsoft Office suite of software	Sage 50 accounting software
Excellent attention to detail with a problem solving nature	Studying for an accounting qualification or a willingness to commence vocational training
Team working skills and the ability to work alongside different people	
Good communicator who can build and maintain strong and effective relationships with colleagues and external contacts	
Personal Attributes	
Essential	Desirable
Flexible approach to workload and tasks	
Ability to work to strict deadlines and timescales	

Full, manual UK driving licence	Has own vehicle available for business use
Confident, diplomatic and courteous	