**Job Description and Person Specification**

**Finance Assistant**

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|   **Location**   | St Edmund’s Office |   **Reports to**   | Finance and Infrastructure Manager |
|   **Hours**   | 20 hours per week |   **Working pattern**   | 9am – 1pmMonday to Friday (or as agreed)  |
|   **Contract term**   |  Permanent  |   **Type of role**   | Finance related Administration   |
|   **Direct reports**   | n/a   |   **Role last updated**   | March 2025   |

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|  **Salary**  | £12.60 per hour. Plus contribution-based pension.   |  **Holidays**  |  5.3 weeks (plus bank holidays) days |

**Context**

Age UK York is a local charity which exists to support older people of York, their families, and carers. Together, our team provide a wide range of service which make a valuable difference to the needs and lives of older people across the city.

Age UK York is committed to diversity, equality, and inclusion. Through our recruitment we want to build a diverse workforce, one that represents the communities we exist to help and brings variety of perspectives so together we are best able to support older people in York.

Through a dedicated team of staff, volunteers and supporters Age UK York has been supporting older people in York for over 50 years and exists to continue to be there when needed.

**Purpose of the role:**

Our Age UK York Services provide a wide range of services for older people in their homes and in the community, some of which are free and some are fee based. We also have four retail outlets across the city, which support our work through the sale of donated goods.

As part of our Finance function, the Assistant role will make a vital day to day contribution in providing essential administrative support, including data inputting and transaction processing. The Assistant will need good IT skills and attention to detail, and the role will require you to work with a range of applications, including Charity Log and Care Planner CRM’s, Eproductive and the Xero financial system.

Age UK York is an organisation committed to staff development. We will support you to grow as a professional and develop your skills and talents, including supporting you to gain new qualifications should you wish.

**Key Responsibilities**

The Finance Assistant will work alongside and in support of the Finance and Infrastructure Manager, Finance Officer and the wider organisation in respect to specific finance functions, using the Xero accounting system.

These duties include, but are not limited to:

Purchase Ledger

* Downloading supplier invoices from our online accounts, coding them appropriately on the General Ledger, following set procedures.

Sales Ledger

* Reconciling daily banked amounts and credit card sales from the shops with income recorded on Xero.
* Processing till receipts from our shops, reconciling totals to banked amounts.
* Handling and securing of monies appropriately, including taking card payments in accordance with financial procedures.
* Supporting the Finance Officer with the banking of cheques and cash received.
* Processing customer invoices generated from our Careplanner system.
* Supporting the operations teams with credit control, the chasing of debtors and the resolving of customer queries.
* Performing data reconciliations between Xero and other key operating systems (currently Careplanner and Charitylog). Archiving customer accounts when no longer required.

Gift Aid

* Using the Eproductive system, inputting data from gift aid processing forms returned from our shops.
* Processing of new gift aid declarations or changes in client details.
* Supporting quarterly gift aid mailings to donors.

Reporting

* Producing monthly retail performance reports using standard templates.
* Supporting the Finance Officer and Manager in the production of other monthly reports.

General

* Maintaining a list of donation boxes and their locations. Booking the boxes in and out to ensure chain of custody.
* Reception cover for Business support team during staff absences, answering phone calls, taking messages or transferring to relevant colleagues, escorting visitors to our main office.
* Maintaining confidential data in a secure and appropriate manner in line with information governance policy, procedures and wider requirements.
* Undertaking any other relevant duties that maybe required from time to time.

**Person Specification**

# Education and Qualifications

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| **Criteria** | **Essential (E) or Desirable (D)** | **Evaluated by application form (A) and/or interview (I)** |
| GSCE Grades A to C in Maths and English, or equivalent. | E | A |
| Business and administration or finance training, or equivalent by experience | D | A |

**Knowledge and Experience**

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| **Criteria** | **Essential (E) or Desirable (D)** | **Evaluated by application form (A) and/or interview (I)** |
| Experience in basic financial administration including accounts payable, accounts receivable and invoicing.   | E | A I |
| Experience, expertise and confidence in working with all Microsoft Office applications including Word, Excel, Outlook and the Internet.   | E | A I |
| Experience using an Accounts package. | D | A I |
| Experience using a Customer Relationship Management (CRM) databases or similar. | D | A I |
| An understanding of older people’s needs.  | D | A I |

**Attributes**

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| High degree of accuracy when working with numbers. | E | A I |
| Good team working skills and able to build strong working relationships with colleagues. | E | A I |
| Good planning and organisational skills with ability to manage workloads and meet deadlines. | E | A I |
| Excellent communication skills, with clients and those who support them | E | AI |
| Reliable and conscientious. | E | A I |

**Additional Requirements**

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| Demonstrate an understanding, support and commitment to Age UK York’s Vision, Mission and Strategic Aims, and our efforts to realise them | E | A I |
| Passion and commitment to work within a not for profit organisation and support a team approach in working towards helping others | D | A I |