

## **FINANCE ASSISTANT JOB DESCRIPTION**

Job title:	Finance Assistant
Place of work:	Bromsgrove and other premises across the organisation as required
Responsible to:	Finance Manager Chief Executive Officer
Hours of work:	21 per week
Annual leave:	Per contract
Post:	Permanent
Salary:	£15 per hr
Start date:	As soon as possible

### **GENERAL INFORMATION**

Age UK Bromsgrove, Redditch and Wyre Forest charity formed in 2016 for the benefit of older people in North Worcestershire. We are a local independent non-profit organisation which is governed by Board of Trustees.

We pride ourselves in offering a local person-centred service to thousands of people in Bromsgrove, Redditch, and Wyre Forest.

#### Our Vision

To make North Worcestershire a better place to grow older.

#### Our Mission Statement

Delivering high quality local services and support for the over fifties, promoting independence and wellbeing.

### **KEY RESPONSIBILITIES**

We require an enthusiastic person with a positive attitude to provide an efficient and effective administrative range of finance tasks, always ensuring confidentiality.

It should be noted that this job description is not a definitive list of tasks, rather it is designed to give an overview of the job. It is envisaged that the postholder will use their own initiative and develop the job, so the Charity's aims are achieved.

It should be noted that the Charity is a small organisation, and it may be necessary to step beyond the areas outlined to support others. Variations are a common occurrence and do not themselves constitute additional responsibilities.

### **FINANCE & ADMINISTRATION**

- To be responsible for accurate data input and analysis using accounting software and other commercial systems.
- Processing transactions including purchase ledger, sales ledger, nominal ledger, payroll journals, general journals, bank posting; and helping resolve any related issues.
- Monitoring and process expenses.
  
- Assist in the preparation of annual accounts under the direction of the Head of Finance.
- Give administrative support to the Head of Finance.

- Assist with processing and monitoring of grants, donations and gift aid claims, and support non-financial managers associated processes and documentation.
- Support the Head of Finance in the setting and monitoring of budgets and assist non-financial managers in interpreting, preparing, and monitoring related information.
- Support Budget Holders and other staff in using financial information, systems, and tools.
- Support the Head of Finance with filing reports and notices with the Charity Commission.

### **Organisational**

- Attend meetings and liaise with colleagues as required.
- Attend training relevant to the role.
- Comply with all relevant Health & Safety Guidelines
- Work with colleagues to actively promote the work of the charity and participate in fundraising.
- Ensure compliance with internal quality assurance standards.
- Put customers needs at the heart of all services and activities.
- Uphold and promote the Mission and Values of the Charity.
- Undertake any such appropriate duties as directed by the charity from time to time.

### **Governance**

- To adhere to all health and safety, and legal requirements in line with Age UKBRWF policies and procedures including monitoring and taking appropriate, prompt action to ensure compliance.
- To ensure data and administrative processes are adhered to in line with Age UKBRWF policies and legislation of the Data Protection Act 2018.
- To attend/undertake relevant and mandatory training as required.
- To help deliver the objectives as set out in the organisational strategic plan.
- To adhere to all other organisational policies and procedures.
- To undertake any other duties appropriate within the role as may reasonably require by Age UKBRWF.

### **Key contacts and relationships**

Internally the post holder will work closely with the Senior Management Finance Team, and Budget Holders and staff claiming expenses.

Externally the post holder may have to manage relationships with a range of financial stakeholders including suppliers, customers, grant awarding bodies, grant recipients, donors and statutory agencies.

### **Equality, diversity and inclusion**

Age UKBRWF is committed to anti-discriminatory policies and practices. It is essential that the post holder Makes a positive contribution to their promotion and implementation.

### **Scope of Job description**

This job description reflects the immediate requirements and responsibilities of the post. it is not an exhaustive list of the duties but gives a general indication of the work undertaken which may vary in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

**Person Specification – Finance Assistant**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Proven ability to support a significant finance Function	<b>x</b>	
Experience of financial administration in the charity sector		<b>x</b>
Experience of working with Xero or similar accountancy software	<b>x</b>	
Experience of Petty Cash management		<b>x</b>
Experience of supporting the preparation of annual accounts and organisational budgets	<b>x</b>	
Experience of payroll administration	<b>x</b>	
Experience of using digital tools to modernise a finance function		<b>x</b>
<b>Knowledge/qualifications</b>		
An understanding of, and interest in older people, their situations and opportunities they may want and /or need	<b>x</b>	
A basic understanding of sustainability to help deliver effective and focused services that also minimise environmental impact	<b>x</b>	
Excellent working knowledge of Xero and an enthusiasm to learn more		<b>x</b>
Sound understanding of the differing requirements of management accounts and statutory accounts	<b>x</b>	
<b>Skills</b>		
Excellent communication skills, verbal and written. The ability to communicate well with diverse individuals and in a team environment	<b>x</b>	
Excellent computer skills including using main Microsoft packages as well as experience of remote working and related systems	<b>x</b>	
An interest and ability in using digital tools to modernise a finance function		<b>x</b>
The proven ability to maintain resilience and optimise in the face of challenges and changing priorities and circumstances	<b>x</b>	
A 'can do' positive ability to maintain resilience and optimism in the face of challenges and changing priorities and circumstances	<b>x</b>	
Highly organised and methodical	<b>x</b>	
The ability to work effectively as part of a team as well as the ability to work alone	<b>x</b>	
Good interpersonal skills	<b>x</b>	
<b>Other requirements</b>		
Commitment to Age UKBRWF vision, mission and values	<b>X</b>	
Ability to travel on occasion to different locations including other Age UKBRWF	<b>X</b>	
Understanding of and adherence to organisational Code of Conduct, supporting positive change across the charity	<b>x</b>	