**JOB DESCRIPTION**

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| **TITLE:** | **Finance Assistant** |
| **LOCATION:** | **Lewes Office/Remote** |
| **RESPONSIBLE TO:** | **Senior Finance Assistant** |
| **RESPONSIBLE FOR:** | **AREA:**  **Finance** |
|  | **LINE MANAGEMENT:**  **N/A** |

**PURPOSE OF THE POST:**

To provide financial, administrative and IT duties to the Central Services department.

**DUTIES AND RESPONSIBILITIES:**

**Financial Duties:**

* To ensure the proper operation of systems for payment of invoices, expenses and petty cash transactions after authorisation.
* To support effective financial control.
* To be responsible for banking and recording income and expenditure transactions to appropriate accounts.
* To ensure the correct and accurate operation of the cash book on a timely basis.
* To ensure the correct and accurate operation of the purchase ledger on a timely basis.
* To ensure the correct and accurate operation of the sales ledger on a timely basis and to ensure debtors are regularly monitored.
* To ensure the correct and accurate operation of the accounting system on a timely basis.
* To provide support to the payroll, income tax, VAT and pension functions as required.
* To support in the administering the gift aid system and completing the claim process, ensuring that gift aid is allocated back to correct departments.
* To be responsible for keeping accurate records of legacies and donations received.
* To be responsible for adding to and releasing prepayments and accruals on a monthly basis.
* To play a supportive role in the preparation of and during any audit visits.
* To ensure that the shop income paperwork is correctly completed and input accurately into the accounting records.
* To ensure the PayPal account is correctly managed and reconciled and all monies are correctly accounted for.
* To assist in the effective control, operation and maintenance of the organisations bank accounts.
* To support managers with monitoring and topping up of company cards.
* To ensure all bank accounts are correctly reconciled to the Trial Balance on a monthly basis.
* To provide accurate, timely, financial information as may be requested on an ad-hoc basis.
* To ensure all invoices in respect of sales income are correctly raised on an accurate and timely basis.
* To ensure all control accounts are reconciled to the Trial Balance on a monthly basis.
* To monitor the finance inbox, dealing with queries and forwarding to relevant parties as appropriate.
* To support services with and monitor grant distribution projects.
* To provide accurate, timely financial reports to the Management and Directorate Team as required.
* To support on the collation of the monthly Management Accounts including the departmental reports for the Finance Committee.
* To support in the administration for both the Direct Debit and Sage Accounting systems.
* To support the Finance & Infrastructure Director with the annual budget setting process when required.
* To willingly provide flexible support for services when requested to do so.
* To undertake any other duties as required by the organisation
* To understand and act within our quality frameworks (currently ISO 9001 and Quality Counts).
* To assist in the general upkeep of the shared folder structure.

**OTHER:**

* To work within the policies, procedures and quality frameworks adopted by Age UK East Sussex with particular attention to equal opportunities, data protection/confidentiality, safeguarding and health and safety requirements.
* To undertake relevant training as required by the organisation and agreed with your line manager.
* To be an Ambassador for the Charity, positively promoting the organisation and its services at all times.
* To undertake other such responsibilities and duties as may be reasonably required by your line manager within the level and grading of the post and to work flexibly as required.

Age UK East Sussex reserves the right to review this job description from time to time to best suit the changing nature of the role in line with service needs. Any changes to this document will be made by mutual agreement.

**PERSON SPECIFICATION**

|  | **Requirements:** | **Essential/Desirable:** | **How Assessed:** |
| --- | --- | --- | --- |
| **Education/ Qualification** | A level | E | Application/Interview |
|  | Have completed or be studying towards a professional accountancy qualification from a recognised awarding body. AAT/CIMA etc | E | Application/Interview |
| **Experience/ Knowledge** | Experience of working within a small team across a range of functions/disciplines. | E | Application/Interview |
| Excellent knowledge of bookkeeping, budgeting and forecasting | E | Application/Interview |
| An understanding of VAT issues in relation to charitable services and activities. | E | Application/Interview |
| Excellent knowledge and experience of finances in a complex organisation. | E | Application/Interview |
| Sound knowledge and experience of using computerised accounting systems e.g. SAGE. | E | Application/Interview |
| Experience of working in an internal customer service context. | D | Application/Interview |
| Knowledge of Charity law and SORP requirements. | D | Application/Interview |
| Experience of working in a voluntary organisation | D | Application/Interview |
| **Skills and Abilities** | Willingness and ability to work and travel throughout East Sussex on occasion. | E | Application/Interview |
| Willingness and ability to work flexible hours on occasion in order to meet deadlines. | E | Application/Interview |
| Excellent ICT and administrative skills. | E | Application/Interview |
| Excellent inter-personal and communication skills. | E | Application/Interview |
| Ability to work on own initiative, to manage own workload, prioritise competing demands and work to deadlines. | E | Application/Interview |
| An ability to think and operate effectively and efficiently at both a strategic and operational level. | E | Application/Interview |
| **Other** | Demonstrable commitment and understanding of equal opportunities. | E | Application/Interview |
| Empathy with older people. | D | Application/Interview |

I confirm that I have received and read the above Job Description and Person Specification

As an employee of the charity, I understand the duties and responsibilities assigned to me. Furthermore, I understand that these are intended as guidelines and may change over time, as necessary. From time to time, I understand I may be asked to perform duties and undertake responsibilities that are not specifically set out in my job description but are suitable for my role and level.

**Employee**

Name............................................................................................................................

Signature........................................................................................................................