

JOB DESCRIPTION

Job Holder:	Signature:	Date:
Manager: Nicola Frater	Signature:	Date:

JOB TITLE: Finance Assistant (Part Time 15hrs per week)

SALARY: £23,400 FTE

LOCATION: The Round House, Ashington

ACCOUNTABLE AND REPORTING TO: Finance Officer

PURPOSE OF THE ROLE: To assist the finance team in ensuring the smooth running of regular financial procedures.

THE MAIN DUTIES OF THE ROLE:

Finance Processes – in collaboration with the Senior Finance Assistant

- Assisting with the processing of weekly/monthly sales invoices, resolving debtor queries and contributing to the smooth and effective running of our debt collection processes. Chasing of outstanding invoices must be professional at all times and will require a thoughtful approach when working with private customers in particular.
- Assisting with the processing and payment of supplier invoices, volunteer and employee expense claims and other sundry payments. This will include review of claims to ensure the expenses policy is being applied consistently;
- Assisting with the management of the Finance email inbox ensuring that all queries are responded to on a timely basis
- Assisting with the regular banking of cheques and cash which have been received into Finance and ensuring that these amounts are kept under the levels required by our insurers.
- Assisting with bank reconciliations for all bank accounts and petty cash each month

Other

As delegated by the Finance Manager and Finance Officer support the smooth running of the Finance function including:

- Mobile phone asset management
- Some routine Office for National Statistics surveys

- Participate constructively in staff meetings, training & development
- Contribute to the development of existing processes and procedures
- Undertaking any other duties as requested by the Finance Manager commensurate with your level of post.

VALUES:

Age UK Northumberland (AUKN) has devised a set of values which underpin the purpose, objectives and the day to day activities of those connected with the organisation. As such, employees and volunteers, including trustees, are expected to understand and 'live' the values of the organisation whilst undertaking their responsibilities and activities. Examples of 'values in action' can be found in application packs and in the performance management policy and documents.

The organisation's values are;

1. We are Respectful

We acknowledge and appreciate difference and do not judge where difference exists

2. We are Empowering

We support and enable people to take control of their lives and achieve their goals

3. We promote Equality and Inclusivity

We provide the opportunity of accessible services so as not to intentionally exclude anyone who needs our support

4. We have Integrity and are Trustworthy

We provide a reliable service and uphold our values at all times

5. We are Empathetic

We provide the opportunity for people to be listened to and for their needs to be acknowledged and understood.

PERSON SPECIFICATION

Requirements will be assessed from a combination of information provided from the application form, panel interview process and references:

Education and Qualifications	Essential	Desirable
AAT Qualification Level 3 (or equivalent) and/or formal Payroll Qualification (CIPP / ICB / Sage certification)		X
AAT Qualification Level (or equivalent) 2 or qualified by experience	X	
5 GCSEs A-C (or equivalent)	X	
Skills, Knowledge and Experience	Essential	Desirable
Experience of working in a busy finance department, with particular focus on payroll responsibilities	X	
Attention to detail	X	
Organisational and Management Skills	X	
Ability to set and manage priorities	X	
Ability to work independently and act on own initiative	X	
Good customer service skills (explaining payslip queries to non-finance staff)	X	
Experienced user of Microsoft Office – most specifically Microsoft Excel	X	
Experienced user of finance and payroll systems		X
Knowledge of Sage Payroll and Xero Finance		X
Personal Attributes/Qualities	Essential	Desirable
Of good character	X	
A high level of interpersonal skills and the ability to work effectively with a range of different people	X	
Seeks continuous improvement	X	
Sound analytical skills, ability to reflect on own and others	X	

practice		
Coaches and leads by example	X	
Completer/finisher	X	