

## AGE UK SOLIHULL

### JOB DESCRIPTION

Pay Scale: £22,477 per annum  
£11,559.60 (pro rata) (18 hours per week)  
Hours of Work: Over 3 days, to be agreed  
Contract period: 12 months

- Job Title:** Finance Assistant
- Location:** Solihull Fire Station, 620 Streetsbrook Road, Solihull, B91 1QY  
(or other premises which may house Age UK Solihull offices in the future)
- Responsible to:** Finance Officer
- Responsible for:** This post does not have a line management function
- Job Purpose:** To assist the Finance Officer and the Finance Manager with data input, financial record-keeping and other bookkeeping duties as and when required.

#### **Duties:**

- Input receipts and payments, purchase invoices and journals onto accounting software
- Maintain and review staff timesheets
- Maintain staff sickness and holiday entitlement records
- Check staff and volunteer expenses and prepare for payment
- Analyse petty cash expenditure and input onto accounting software
- Bank cash and cheques received
- Collect post from our main office at The Core, Homer Road, Solihull
- Undertake such other duties as the organisation may reasonably require.

#### Additional Notes

All staff are expected to work flexibly in terms of location and role

All staff have a particular responsibility for ensuring that Safeguarding Adults legislation and guidelines are adhered to, that the well-being of at risk individuals is promoted and that at risk individuals are aware of their right to protection from all forms of abuse

All staff have an individual responsibility to comply with Age UK Solihull's Policy and Practice on Health and Safety Matters

All staff are expected to support the fundraising activities of Age UK Solihull.