

## **Job Description**

### **Finance Assistant**

**Responsible to:** Head of Finance

#### **Brief overview of the role:**

To assist in the smooth day-to-day running of the finance function and support the Head of Finance in maintaining and developing the service using the appropriate accounting software and associated applications. To assist the Head of Finance in ensuring the charity remains compliant with all statutory financial regulations that apply to it and any subsidiaries and help co-ordinate the preparation of data to meet key reporting requirements. Help drive forward the modernisation and digitalisation of the financial management systems

#### **Main duties:**

The role includes but is not limited to:

#### **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
- Monitor and process expenses and support the management of company credit cards
- Assist in the preparation of the annual accounts under the direction of the Head of Finance
- Give administrative support to the Head of Finance
- Assist with payroll processing and pensions and resolving related issues and the issuing of associated notices and documents
- Assist with the processing and monitoring of grants, donations and gift aid claims, and support non-financial managers with 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 Companies House and 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 AUKWSBH 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 AUKWSBH policies and legislation of the Data Protection Act 2018.
- To regularly and accurately update Charity Log and provide statistical and monitoring information as required.

- To attend/undertake relevant and mandatory training as required.
- Monitor hazards and risks and implement relevant organisation processes including but not restricted to: Health & Safety, HR, Information Governance and GDPR and reputational risk.
- 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 be required by AUKWSBH.

### Key contacts and relationships

Internally the post holder will work closely with the People Team, Central Operations Team, 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

AUKWSBH 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 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 Officer

| Experience   | Essential | Desirable |
|--|-----------|-----------|
| Proven ability to support a significant finance function   | X         |           |
| Experience of financial administration in the charity sector   |           | X         |
| Experience of working with Xero or similar accountancy software  | X         |           |
| Experience of Petty Cash management  | X         |           |
| Experience of supporting the preparation of annual accounts and organisational budgets   | X         |           |
| Experience of payroll administration   | X         |           |
| Experience of using digital tools to modernise a finance function  |           | X         |
| <b>Knowledge/qualifications</b>  |           |           |
| An understanding of, and interest in older people, their situations and the opportunities they may want and/or need                    | X         |           |
| A basic understanding of sustainability to help deliver effective and focused services that also minimise environmental impact         | X         |           |
| Excellent working knowledge of Xero and an enthusiasm to learn more  |           | X         |
| Sound understanding of the differing requirements of management accounts and statutory accounts  | X         |           |
| <b>Skills</b>  |           |           |
| Excellent communication skills, verbal and written. The ability to communicate well with diverse individuals and in a team environment | X         |           |
| Excellent communication skills with the ability to coach and support non-financial staff in developing their financial skills          |           | X         |
| Excellent computer skills including using main Microsoft packages as well as experience of remote working and related                  | X         |           |

|  |          |          |
|--|----------|----------|
| systems  |          |          |
| An interest and ability in using digital tools to modernise a finance function   |          | <b>x</b> |
| The proven ability to maintain resilience and optimism in the face of challenges and changing priorities and circumstances | <b>x</b> |          |
| A 'can do' positive and professional attitude that can flex and adapt to change and challenges                             | <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 AUKWSBH's vision, mission and values   | <b>x</b> |          |
| Ability to travel on occasion to different locations including other AUKWSBH sites   | <b>x</b> |          |
| Understanding of and adherence to organisational Code of Conduct, supporting positive change across the charity            | <b>x</b> |          |