



## **Job Description**

### **Finance Assistant**

- Hours of work:** 18 – 22 hours per week spread over 3-5 days per week (Monday – Friday).
- Salary:** £23,742-£26,493 FTE depending on experience
- Holiday:** 25 days per annum plus Bank and Public Holidays (or hour equivalent).
- Reporting to:** Finance Operations Manager.
- Location:** Nigel Copping Community Building, Sanville Gardens, Stanstead Abbots, SG12 8GA. You may be occasionally required to work off-site.
- Purpose:** To support the financial operations of the charity. This position will be responsible for assisting with sales ledger, purchase ledger, journal entries, assisting with accounts preparation, and ensuring payments are made.

### **Main Responsibilities**

1. Process sales & purchase ledger transactions, including invoices, credit notes & expenses
2. Entry and maintenance of up-to-date supplier and customer details on Quickbooks
3. Processing all payments on time via the on-line banking system or cheque
4. Appropriate management of documentation and ensuring its upload into the finance system and reporting deadlines are met
5. Reconciliation of bank statements and investigation and resolution of any differences
6. Assist with payroll and other regular processes
7. Produce reports
8. Undertake other duties required by the Finance Operations Manager or Chief Executive Officer, consistent with the job purpose
9. Carry out all duties with regard to relevant legislation and the Trust's policies and procedures
10. Provide other administrative assistance including general office duties and external administration and reception support for Community Alliance Buildings when appropriate
11. Be a positive force within the wider team and undertake identified training and other work appropriate to the post.
12. To promote the work of Community Alliance in Broxbourne & East Herts

**Person Specification Skills and Qualities:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• AAT (Association of Accounting Technician) qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with QuickBooks or similar software</li> <li>• Working independently and within a team of paid staff and volunteers</li> <li>• Working with online banking systems</li> </ul>	<ul style="list-style-type: none"> <li>• Setting up finance software</li> <li>• Working within the charitable sector</li> <li>• Using HR Systems</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy and organisational skills paying close attention to detail</li> <li>• Excellent IT skills, including MS Office package especially Excel</li> <li>• Ability to work to tight deadlines and under pressure</li> <li>• Ability to deal professionally, tactfully and confidently with people at all levels, both internal and external audiences</li> <li>• Good communicator and interpersonal skills</li> <li>•</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A keen interest in people, the local community and their needs</li> <li>• An understanding of equal opportunities and a commitment to all sections of the community</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of charity finance</li> </ul>