

JOB DESCRIPTION

Job Title:	Finance Assistant
Based at:	Saltbox Offices
Hours	28 - 35 hrs per week, negotiable (flexible working available)
Salary:	£18,000 (pro-rata)
Term:	Initial one year fixed term contract
Holidays:	24 days per annum plus bank holidays (pro-rata)
Reports to:	Finance Manager
Responsible for:	Financial processing Finance administration and analysis that supports the activities of the Saltbox

Summary of Duties

The Finance Assistant will be responsible for:

- Processing of all the financial transactions of Saltbox and its respective services, including the sales ledger, purchase ledger, staff expenses and bank accounts.
- Undertaking the general finance administrative duties of supporting the Restart housing team, including client housing benefit, service charges, utilities and landlord payments.
- Daily administration of corporate cards, petty cash and meter payments.
- Dealing with financial queries and undertaking credit control.

Main Duties

1. To carry out all tasks to the required standard and in a timely manner, ensuring that all records are accurate and kept up to date in accordance with company guidelines and financial procedures.
2. To input all financial information for Saltbox's activities, into Sage Line 50 accounting system, ensuring a high standard of accuracy and quality of information.
3. To process, monitor and report on financial and management information, using the agreed formats to meet organisational requirements.
4. To assist with the production, analysis and monitoring of financial reports against budgets.
5. To raise and monitor all sales / landlord / funder invoices ensuring payments are received in a timely manner, undertaking credit control as required.
6. To process and/or make payments of staff expenses, supplier invoices, credit/debit card purchases and receipts.
7. To reconcile monthly bank accounts, petty cash accounts and credit cards accounts.
8. To process and monitor gas & electricity and other utility direct debits for each of our properties, as required.
9. To process and report on the gift aid donations to agreed organisation deadlines.
10. To collate and evidence information on the financial elements of our externally funded projects.

11. To obtain competitive quotations to assist with budgeting, purchasing and contract administration.
12. To receive and deal with day to day financial queries.
13. To undertake such other duties as may be required by Management and Trustees which are commensurate with the position.
14. To adhere to the organisation's policies and procedures as specified by the Saltbox Trustees.

Personal Specification – Finance Assistant

Requirements		Essential	Desirable
Qualifications	Good level of general education, including Maths & English at GCSE/equivalent	√	
	Business / Accounting / Book-Keeping qualification	√	
Skills / Knowledge / Experience	Minimum of 2 years previous experience in a finance role	√	
	High level of competence in the use of Excel and other Microsoft Office software	√	
	High level of competence in the use of Sage Line 50	√	
	Ability to undertake a number of tasks covering different areas of finance administration	√	
	Ability to articulate and communicate detailed financial information	√	
	Ability to prioritise the importance of different tasks to achieve individual specified deadlines	√	
	Possess previous experience in sales & purchase ledgers and BACS payments	√	
	Knowledge and experience of donor databases and processing of gift aid claims		√
	Possess a knowledge and understanding of activities of the Saltbox		√
	Possess an understanding of the requirements of charity & trust funders and donors/supporters		√
Personal Qualities and abilities	Commitment to providing an excellent customer service with high standards of quality	√	
	A good and pleasant telephone manner	√	
	The ability to get on well with others at all levels	√	
	Methodical and consistent in approach and well organized	√	
	High level of accuracy and attention to detail	√	
	Self-motivated and able to work under own initiative as well as within a team	√	
	Willingness to work flexibly within a developing environment with a 'can do' attitude	√	
	Demonstrate understanding of enthusiasm to help build and be part of a growing organisation	√	
	The ability to drive with own transport	√	