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| **PERSON SPECIFICATION** | |
| **Post:** | **FINANCE ASSISTANT** |
| **Description of Post** | |
| Southern Brooks Community Partnerships seek a Finance Assistant to manage, process and support various aspects of the organisation’s financial operations.  The ideal candidate will be required to maintain and develop effective financial, administrative and processing routines. This role will suit someone who is comfortable with numbers and a book-keeping role, but also someone eager to contribute to broader financial and administrative work.  The individual we are seeking will be well organised and methodical and have a flexible approach to prioritising and executing their duties. They will enjoy working as part of a small team within a versatile, growing organisation.  The ability to work and communicate effectively with others, to provide and receive required information and data, is essential.  The preferred candidate will have some experience in providing finance support duties in the past. Experience within a not-for-profit organisation would also be beneficial.  The role will report to the Finance Manager and key responsibilities will include the support of that individual in their role.  On the job training will be provided, but very quickly the successful candidate will be expected to work proactively and with minimal supervision.  *Hours: 18 per week*  *Salary: £8494 - £9385 per annum* | |
| **Core Duties** | |
| The Finance Assistant will be responsible for a range of bookkeeping and operational tasks and activities.  This will include collecting and collating data and recording relevant financial transactions, together with more general administrative and office management tasks.  Key duties will include (but not exclusively incorporate);   * Basic book-keeping * Receiving, recording, and monitoring supplier invoices and processing them within the accounting system. * Raising Sales invoices * Verifying, checking supporting documentation for, and seeking approval for financial transactions including expenses and invoices. * Processing expenses claim transactions once authorised. * Carrying our credit control procedures * Assisting with payment and bank reconciliation duties. * Cash recording & banking * Providing support with other financial reconciliation tasks as required. * Dealing with payroll queries from staff as required.   Other general duties would include;   * Assisting with general office and administration duties (such as telephone answering, …..). | |
| **Selection Criteria** | |
| **Essential:** | The following attributes and skills will be essential to this role:   * Excellent IT skills, particularly across the Microsoft suite of applications with advanced skills on Excel and Word. * The ability to use the internet and the Microsoft Outlook email package to communicate with colleagues and third parties effectively. * Excellent attention to detail and accuracy. * Good verbal and written communication skills, A high level of financial literacy and numeracy (at least to GCSE / O-Level Maths and English pass level) * A working knowledge of the QuickBooks accounting software * The ability to create, send and follow-up invoices. * Proven ability to be self-motivated, work unsupervised / independently and be able to manage workload and prioritise activities as required (asking for clarification when required). * The ability to adapt to changing priorities and re-prioritise effectively given changing demands. * A positive, flexible, can-do approach to work and the ability to adopt a creative solution-finding approach. Good time-management skills. * Good administrative and organisation skills and the ability to work in a well organised and tidy / accessible manner so output and workload status is clear to colleagues. * Always adhere to the organisation’s financial policies and procedures * Once trained, be able to answer questions in an honest, helpful and positive manner and be able to provide assistance to trustees, customers, suppliers and staff * Be able to handle sensitive information and maintain a very high level of discretion at all times. * Employ a good sense of humour and enjoy working in a busy office environment, and work effectively as part of a team. * Be comfortable working in a flexible working environment where job responsibilities are varied and evolve as team needs change. * Have no offences in Finance |
| **Desirable:** | The following attributes and skills are desirable to this role:   * The ability to manage the financial systems around payments and invoicing. * An understanding of basic accounting principles, ideally via experience either within accounting or administration work in a small office environment. * AAT Qualification or an equivalent financial qualification. * The ability to produce and respond to financial reporting requirements. * Knowledge of operating applications in the Cloud and use of Microsoft SharePoint. |