|  |  |
| --- | --- |
| **JOB DESCRIPTION: Finance Assistant** | WA Logo - No Web Address |

**Reports to** Senior Finance Officer

**Location**  Bristol

**Salary**  £22,441 (based on WA pay scale points 25)

**Length of contract** 14.8 hours, permanent (up to 22.2 hours considered)

 **MAIN PURPOSE OF POST**

To play a supportive role to the Finance team, ensuring that the whole Women’s Aid team has the information they need in a timely fashion.

In particular this post is responsible for the smooth running of Women’s Aid’s day to day financial administration and information systems including liaising with Women’s Aid’s members, suppliers and customers, in accordance with the organisation’s agreed financial procedures, control systems and other relevant policies and statutory requirements

**DUTIES AND KEY RESPONSIBILITIES**

* To assist the Finance team in maintaining effective and appropriate financial systems to deliver Women’s Aid’s activities (travel claims, purchases, claims, sales, membership, orders, computerised accounting system, petty cash etc.)
* To deal with queries from suppliers, Women’s Aid staff and the public in relation to day to day finance transactions
* To post and allocate daily receipts to the accounting packages
* To be responsible for setting up of new supplier using a cloud based system
* To prepare invoices for goods and services ordered from Women’s Aid and maintain the sales ledger
* To match purchase invoices to orders for goods and services ordered by Women’s Aid and maintain the purchase ledger using a cloud based system
* To carry out regular reconciliations of bank accounts, sales ledger and purchase ledger accounts
* To assist in ensuring that Gift Aid and legacy income is correctly administered and tax claims for the Inland Revenue are submitted at regular intervals.
* To assist in maintaining the Fixed Assets register
* To assist with P&L queries
* To assist with the process of staff expense claims and supplier’s payments
* To be responsible for banking of cheques and cash
* To administer and be responsible for reconciling the petty cash
* To manage the credit control by timely & effective collection of all debts and customer payments to improve the cash flow
* To send out monthly statements, chasing letters and updating departments
* To assist in preparing quarterly VAT returns when required
* To assist the Finance team in planning and preparing for the annual audit and any funders’ audits
* To assist the Finance team in preparing a range of financial statements and management accounts as necessary
* To contributing to systems and processes improvements where necessary
* To prepare regular computer backups of financial information
* Filing and general administration as required

**GENERAL RESPONSIBILTIES**

* To contribute to team meetings and organisational priorities, to prepare and participate in supervision and appraisal meetings.
* To take direction on projects and priorities from your line manager, which may vary from time to time.
* To abide by all organisational policies, codes of conduct and practice, and to work within a framework of equal opportunities and anti-discriminatory practice.
* To be flexible within the broad remit of the post.

# **OTHER**

* The job description for this post will be reviewed annually to meet organisational priorities
* Based in Bristol, this job may involve occasional travel throughout England and occasional unsociable hours.

**PERSON SPECIFICATION: Finance Assistant**

 **EXPERIENCE**

 **Essential:**

* Demonstrable experience of bookkeeping
* Extensive experience of day to day financial administration including banking, payments and bank reconciliations
* Maintaining double entry accounting records to trial balance
* Maintaining computerised accounting records and running reports using Sage Line 50 or similar

 **Desirable:**

* Experience of Raisers Edge or similar fundraising record system
* Experience in the charity/not for profit sector

**SKILLS & ABILITIES**

**Essential:**

* Excellent level of Excel use, and general MS Office experience
* Ability to establish & maintain good client relationship both internally and externally
* Ability to reconcile accounts & have excellent attention to details
* Excellent communication skills
* Excellent organisational, administration and filing skills and the ability to work to a high standard of accuracy and attention to detail.
* Ability to initiate, plan and prioritise work within tight or unforeseen deadlines

**Desirable**

* Working knowledge or good understanding of Charity Statement of Recommended Practice (SORP)

**KNOWLEDGE AND EDUCATION/TRAINING**

 **Essential:**

* AAT qualified
* Good knowledge of accounting software (Sage Line 50, Sage 200)

**OTHER REQUIREMENTS
Essential:**

* Able to demonstrate a commitment and sensitivity of the aims and objectives of Women’s Aid;
* Commitment to anti-discriminatory practice and equal opportunities;

**SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT**

 **Terms of appointment:** Confirmation of appointment will be subject to the satisfactory completion of a probationary period. This will normally be of six months (less for short term contracts). During this time an employee will be expected to establish their suitability for the post. During the probationary period employment may be terminated in writing, giving one week's notice by either party (this may be waived by mutual agreement). Only any statutory dismissal procedure will apply during the probationary period. There is no probationary period for contracts of under 3 months.

**Salary:** £22,441 – £25,599 (based on WA pay scale points 25-29) + benefits. Salary is paid in arrears through bank credit by the 25th of each month. Part time staff receive pro-rata payment based on hours worked.

 **Working hours:** The standard working hours for this post are 37 hours per week, based in Bristol; benefits include a generous bank holidays and annual leave package and contributory pension scheme. This post is offered on a job share basis, with a 2/3 day split between the two post holders.

**Support and supervision:** Women’s Aid has a commitment to providing regular supervision and support to staff with annual appraisals forming a key part of staff development. We have a training policy in place and encourage staff to take an active role in their career development plan.

**Pension:** Women’s Aid is enrolled with the People’s Pension scheme. Women’s Aid normally contributes 7% of salary and the employee contributes 3% towards the group pension scheme. Eligible staff will be automatically enrolled on the scheme when they have successfully completed the 3 month interim probationary review. .

**Annual Leave:** Women’s Aid offers an annual leave entitlement of 25 days per year rising by one day per year until 30 days annual leave per year is reached. In addition, we offer 8 days public holidays plus 2 additional days in March and August. All leave entitlement is calculated pro-rata for part time employees.

**Other leave:** Employees have contractual rights to time off for reasons of sickness, maternity and other circumstances.

**Period of notice:** 1 month after your probationary period has been completed.

**Union:** You have a right to membership of a trade union. Women’s Aid recognises Unison.

**Asylum and Immigration Act 1996:** To confirm your right to work in the UK, Women’s Aid will need to see the original of at least one document from a specified list (available on the gov.uk website). Most commonly this is a British Passport.

Additional information is available on request.