

JOB DESCRIPTION

Finance Assistant

Hours: 21-25 hours a week
Remuneration: £27,693 (FTE) pro-rata 21-25 hours per week
Location: Office Based, Aylesbury

Reporting to the Head of Central Services

Background to our services

Buckinghamshire has a fast-growing older population who are the heart and soul of our communities – they include employers, workers, volunteers, mentors, carers and child-minders. They are a vital part of our community.

But when the challenges of older age feel overwhelming, and someone's own world shrinks, Age UK Bucks is there to support them. Based in Aylesbury and working across the county, our services support older residents to maintain their independence and wellbeing, especially when times are difficult, helping local older people age better and access the support they deserve.

Current services include:

Community programmes (Information; social connection; financial resilience, independence):

- Independent, free information and advice service covering things like staying independent at home, health and sensory loss issues, wellbeing and local activities and support
- Maximising client income through Welfare Benefits advice and application support
- Addressing isolation and loneliness through in-home companionship and befriending and reconnecting older people to local community clubs, groups and activities
- Help in the home by referring clients in need of support to a team of self-employed and verified housekeepers, gardeners, podiatrists and handy people
- Coffee Cake and Company programme of social groups across the county
- The Age Friendly Bucks programme which gathers insight and learning from older people across the county, and delivers practical support and programmes to improve how people age

Commissioned Services (Health, Wellbeing, Resilience):

- A Dementia Support Bucks service supporting those with dementia and their carers
- An Age Better Bucks service aimed at supporting over 65s experiencing age-related decline
- Hospital Discharge Support Service which features transport home after a hospital stay and short-term community support for those recently out of hospital

We support over 5,000 older people a year and have grown substantially as an organisation in recent years, extending our reach into local communities.

Job Purpose

The Finance Assistant is responsible for supporting the effective management and continuous improvement of financial processes and systems, ensuring robust financial control, accuracy, and operational efficiency. Working closely with the organisation's outsourced finance partner, the role provides support across payroll, pensions, accounts administration, cash flow monitoring, and financial reporting.

The postholder will support managers and services in relation to income management, invoicing, cost control, and service profitability, while helping to ensure compliance with financial regulations, statutory reporting requirements, and organisational policies and procedures.

Main tasks and responsibilities:

Financial Administration

- Process and maintain accurate financial records using Xero accounting software.
- Manage and administer the ApprovalMax system, ensuring purchase orders, invoices, bills, and expenditure requests are submitted, reviewed, approved, and recorded appropriately.
- Enter, code, and reconcile financial transactions within Xero.
- Producing finance reports to support submissions to donors and other contracted income Prepare and provide monthly fundraising reports to the Fundraiser and CEO.
- Prepare and provide the bank reconciliation and Xero reconciliation reports during the first week of each month.
- Maintain supplier records and assist with the management of accounts payable and accounts receivable.
- Monitor outstanding approvals and follow up with budget holders and managers where necessary.
- Assist with month-end and year-end financial processes, including reconciliations and reporting.
- Investigate and resolve financial discrepancies and queries.

Cash Flow Management

- Prepare and maintain weekly cash flow reports to support effective financial planning and decision-making.
- Monitor cash balances and report any potential cash flow issues to management.
- Support payment processing activities and ensure supplier payments are made in accordance with agreed terms.

Payroll Administration

- Act as the primary liaison with the outsourced payroll provider.
- Prepare and submit payroll information accurately and within specified deadlines.
- Verify payroll reports to ensure employee payments, deductions, statutory payments, and benefits are processed correctly.
- Investigate and resolve payroll queries in a timely manner.

- Maintain confidentiality of payroll and employee information at all times.

Pension Administration

- Administer workplace pension arrangements, including enrolments, opt-ins, opt-outs, and contribution submissions.
- Liaise with pension providers to ensure compliance with pension legislation and reporting requirements.
- Maintain accurate pension records and resolve pension-related queries.

Banking and Cash Handling

- Prepare and bank cheques and cash receipts promptly and accurately.
- Maintain records of all banking transactions and supporting documentation.
- Reconcile bank accounts within Xero on a regular basis.
- Ensure secure handling of cash and cheques in accordance with internal procedures.

Gift Aid Administration

- Prepare and submit Gift Aid claims to HM Revenue & Customs (HMRC).
- Maintain accurate supporting records to ensure compliance with Gift Aid regulations.
- Reconcile Gift Aid income and monitor claim status.

Self-Employed Agent Reporting

- Maintain records of self-employed agents and payments made.
- Complete self-employed agent reporting requirements accurately and within required deadlines.
- Provide monthly reporting on agent income to the relevant Line Manager.
- Ensure appropriate documentation and receipts are obtained and retained.

Receipts and Documentation

- Process and maintain receipts and supporting documentation for financial transactions.
- Ensure records are accurate, complete, and readily accessible for audit and compliance purposes.
- Support the implementation and maintenance of effective financial controls.

General Duties

- Provide administrative support to the finance function as required.
- Assist with internal and external audits by preparing relevant documentation and reports.
- Contribute to the continuous improvement of finance systems and processes.
- Undertake any other duties appropriate to the role and level of responsibility.

Person specification

Skills, Experience and Qualifications

Essential

- AAT qualified (or equivalent) or relevant finance/bookkeeping experience.
- Experience using Xero or similar accounting software, including purchase and sales ledger processing and bank reconciliations.
- Experience supporting payroll, cash flow management, and financial reporting.
- Sound knowledge of accounting procedures, financial controls, and compliance requirements.
- High levels of accuracy, attention to detail, and analytical capability.
- Strong organisational, communication, Excel, and stakeholder management skills, with the ability to handle confidential information appropriately.

Desirable

- Experience using ApprovalMax or similar finance approval systems.
- Experience working in a charity, not-for-profit, or membership organisation.
- Knowledge of Gift Aid, HMRC processes, and workplace pension administration.
- Experience supporting month-end/year-end activities, audits, and finance process improvements.

Personal Attributes

- Proactive and self-motivated, with a willingness to take ownership of tasks.
- Reliable, professional, and trustworthy.
- Methodical and well-organised with a strong attention to detail.
- Flexible and adaptable, with the ability to respond positively to changing priorities.
- Collaborative team player with a positive and customer-focused approach.
- Committed to continuous improvement and delivering high standards of service.

Adherence and embodiment of our values:

Commitment to the aims of the organisation and the ability to demonstrate the following values:

- **Enabling:** We assist older people to live independently and exercise choice
- **Influential:** We listen to older people, represent their interests and ensure their voices are heard
- **Dynamic:** We are innovative, driven by results and consistently deliver for older people
- **Caring:** We are passionate about what we do and care about each individual
- **Expert:** We are authoritative, trusted and quality orientated

What you can expect from Age UK Bucks:

You will have the opportunity to work in a fast-moving and dynamic charity, with highly skilled, motivated and committed volunteers and staff team – influencing the growth of support available for people affected by our work.

Terms and Conditions:

-The position is office-based, but with some flexibility to work from home.

- Employees are entitled to 28 working days holiday per full time role per calendar year. In addition, you will also be entitled to all the Public and Bank holidays in England
- The Charity meets the current legislation by providing a pension scheme. All employees are enrolled in the opt in scheme and if they wish to opt out must complete appropriate paperwork

Equal Opportunities

Age UK Buckinghamshire wants to become more representative of the community we serve. We encourage equality, diversity and inclusion in the workplace and encourage applications from our wonderful rainbow of talent in Bucks and people of all ages

This job description may change from time to time according to the needs of the organisation