

FINANCE ASSISTANT JOB DESCRIPTION

Job title:	Finance Assistant
Place of work:	Bromsgrove and other premises across the organisation as required
Responsible to:	Finance Manager Chief Executive Officer
Hours of work:	21 per week
Annual leave:	Per contract
Post:	Permanent
Start date:	As soon as possible

GENERAL INFORMATION

Age UK North Worcestershire is a charity formed in 2016 for the benefit of older people in North Worcestershire. We are a local independent non-profit organisation which is governed by Board of Trustees.

We pride ourselves in offering a local person-centred service to thousands of people in Bromsgrove, Redditch, and Wyre Forest.

Our Vision

To make North Worcestershire a better place to grow older.

Our Mission Statement

Delivering high quality local services and support for the over fifties, promoting independence and wellbeing.

KEY RESPONSIBILITIES

We require an enthusiastic person with a positive attitude to provide an efficient and effective administrative range of finance tasks, ensuring confidentiality at all times.

It should be noted that this job is not a definitive list of tasks, rather it is designed to give an overview of the job. It is envisaged that the postholder will use their own initiative and develop the job so the Charity's aims are achieved.

It should be noted that the Charity is a small organisation and it may be necessary to step beyond the areas outlined to support others. Variations are a common occurrence and do not themselves constitute additional responsibilities.

PURPOSE

FINANCE

- To deal with day-to-day finance tasks especially the processing of purchase invoices; processing company payments and the processing of staff and volunteer expenses.

- To assist with the monitoring and reporting of operating costs, budgets and resources in line with monthly Key Performance Indicators.
- To assist the Finance Manager with review, update and secure adherence to the Organisation's financial policies and procedures.

OTHER

- To undertake any other administrative tasks and responsibilities appropriate to the level of this post as required by the Finance Manager and /or Management Team.

Other Information

- Age UK North Worcestershire is committed to equal opportunities, principles and practices
- All staff, in their particular roles and working collaboratively, will be expected to pursue the aims and objectives of Age UK North Worcestershire set out in the overall strategic plan for the Organisation
- All staff must work within the policies & guidelines adopted by the Organisation (see staff handbook)
- All staff will participate in the supervision & appraisal systems adopted by the Organisation.

THIS JOB DESCRIPTION IS INTENDED AS A SUMMARY OF THE MAIN DUTIES OF THE JOB HOLDER, WHO WILL FROM TIME TO TIME BE REQUIRED TO CARRY OUT OTHER ACTIVITIES NOT SPECIFIED IN THIS DOCUMENT.

**FINANCE ASSISTANT
PERSONAL SPECIFICATION**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	Good knowledge of Xero Excellent IT literacy including Excel	Working knowledge and experience of Xero Accounting qualification	CV
Experience	Working in a general finance admin role Good analytical and time management skills	Working knowledge of policies and procedures Gift Aid requirements	CV Interview References
Ability to take advantage of training opportunities	Past history Show ability to learn and progress	Clear view of what candidate wishes to achieve in post	CV Interview References
Communication Skills	Excellent written and spoken communication skills Attention to detail		CV Interview
Disposition/Motivation	Commitment to post Ability to organise own learning and time Flexibility	Self-starter	Interview References
Behaviours/Attitude	Rationale		
Enthusiasm, positive outlook	Optimism is a strategy for making a better future; unless you believe that the future can be better, you're unlikely to step up and take responsibility for making it so		Interview
Detail Oriented	Being a detail-oriented person is really only useful if attention to detail is sufficiently complemented by an eye for the big picture. Looking at things with a broad perspective allows the detail-oriented person to get an overview that can inform and enhance decision making		
Tenacity	You have the resilience to see things through; you don't vacillate or give up		
Drive	You have the determination to work harder than most and make sure things get done		
Integrity	Integrity creates character and defines who you are and how others relate to you		