

Finance Assistant

JOB DESCRIPTION

Hours:	18-21 hours per week, over either 3 or 4 days
Contract:	Permanent – subject to our standard six-month probationary period
Location:	Wandsworth (this is not a remote role)
Salary:	£25,207 per annum pro rata, rising to £26,936 in April 2026
Responsible to:	Head of Finance

Purpose of Role:

Age UK Wandsworth is a local, independent charity that works to promote the wellbeing of all older people in the London Borough of Wandsworth. We offer a variety of services with the goal of helping older people to age well in Wandsworth. Our charity is growing and we are now seeking a Finance Assistant for our Head Office to help our small team become even more efficient in serving older residents in the borough.

Main Duties and Responsibilities:

1. Support the Head of Finance and Finance Team with the day-to-day charity finance operations and business administration. This will include, but will not be limited to:
 - Maintaining records and receipts of all daily transactions
 - Ensuring financial records in Sage are kept up to date with the latest transactions and changes
 - Raising and processing invoices receivable
 - Processing invoices payable
 - Dealing with queries on invoices receivable and payable
 - Check and collate expense claims, assisting other staff as necessary
 - Assisting with bank reconciliation
 - Managing donation and cash income, acknowledging receipts and banking
 - Maintaining and reconciling petty cash
 - Running reports from our online fundraising platform
 - Updating database with contact and transaction information
 - Running reports from the database and other management tools
 - Assisting with preparation for external audit and responding to audit requests
 - Running annual Gift Aid reclaim from HMRC
 - Liaising with coordinators about payments for charity services and associated invoices
 - Cover other Finance Team members when they are on leave.

General duties:

2. Take responsibility for developing own knowledge in all areas within the office and the wider organisation and participate in any training opportunities available.
3. Work within all of Age UK Wandsworth's policies and procedures, ensuring these are carried out in relation to the role.
4. Liaise with and work closely with other teams and members in our Head Office and at the Day Centre to ensure streamlined processes exist across the organisation.

5. Attend staff meetings and actively participate and constructively respond to regular supervision, feedback and training.
6. Any other administrative tasks that may be relevant to the role, as required by the Head of Finance and the CEO.

This job description will be reviewed on a regular basis and may be subject to change, particularly as the needs of the service and clients change.

All staff at Age UK Wandsworth are required to undergo DBS checks and to regularly participate in safeguarding training.

There will be occasional travel around Wandsworth, e.g. between sites, attending meetings, etc, so the postholder will need to be able to navigate public transport independently.

PERSON SPECIFICATION

Essential

- Microsoft Excel to an Intermediate level, experience of using 365 and other Microsoft Office packages and confidence and ability to learn how to use new packages.
- Excellent IT skills, oral and written communication skills, and attention to detail are essential for this role. A good communicator and proactive with feedback.
- Ability to develop and maintain appropriate administrative and financial systems.
- Ability to independently organise, prioritise and plan a diverse workload to meet deadlines.
- A friendly, open personality with the capacity to be flexible, manage change, and proactively use initiative when faced with challenges encountered in an often-busy environment. You will need to maintain a calm and professional demeanour when interacting with a variety of stakeholders.
- Knowledge of HR / Finance Systems and processes would be helpful, but full training will be provided and additional development opportunities will be available.

Desirable

- Previous finance experience and/or AAT qualification or equivalent.
- Knowledge and experience of Sage or other accounting software.
- Experience of working with senior leaders in an organisation.
- Experience of working with confidential data and a commitment to the principles of GDPR is essential.