

## **Finance Assistant**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Finance Assistant
<b>Salary:</b>	£26,936 per annum (to be pro-rated if part-time)
<b>Hours:</b>	28 to 35 hours per week (Mon-Fri)
<b>Contract:</b>	Permanent (with a six-month probationary period)
<b>Location:</b>	Wandsworth (this is not a remote role)
<b>Reports to:</b>	Assistant Management Accountant

### **Context**

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 calm, professional and organised Finance Assistant for our Head Office to help our small team become even more efficient in serving older residents in the borough.

### **Responsibilities:**

1. Support the Finance Team with the day-to-day charity finance operations and business administration including but not limited to:
  - purchasing and stock taking
  - purchase orders and invoicing
  - cash management and banking
  - managing donations and reporting from our online fundraising platform
  - supporting the Finance team in preparation for annual audits
  - procurement of new suppliers
2. Liaise with and work closely with other teams and members in Head Office and at the Day Centre to ensure streamlined processes exist across the organisation.
3. Contribute to the development and improvement of financial processes and internal controls.
4. Support the Assistant Management Accountant/Head of Finance in producing financial information for trustees, management meetings, and reporting cycles.
5. Help ensure compliance with charity finance regulations and best-practice standards.
6. Carryout any other administrative tasks relevant to the role, as required by the Assistant Management Accountant and the Head of Finance.
7. Work within all of Age UK Wandsworth's policies and procedures, ensuring these are carried out in relation to the role.

## **Duties**

1. Maintain accurate records and receipts of all daily transactions.
2. Ensure accurate financial records in Sage are kept up to date with the latest transactions and changes.
3. Raise and process invoices receivable.
4. Process invoices payable.
5. Deal with queries on invoices receivable and payable.
6. Check and collate expense claims, assisting other staff as necessary.
7. Assist with bank reconciliation.
8. Manage donation and cash income, acknowledge receipts and bank funds.
9. Maintain and reconcile petty cash.
10. Run reports from the online fundraising platform.
11. Update the database with contact and transaction information.
12. Run reports from the database and other management tools.
13. Assist with preparation for external audit and respond to audit requests.
14. Run annual Gift Aid reclaim from HMRC.
15. Liaise with coordinators about payments for charity services and associated invoices.
16. Assist in preparing monthly management accounts schedules or reconciliations.
17. Help monitor budget variances and support teams with basic financial queries.
18. Support data cleansing and quality assurance for finance-related systems.
19. Contribute to year-end procedures, including accruals and prepayments.
20. Attend staff meetings and actively participate and constructively respond to regular supervision, feedback and training.
21. Take responsibility for developing own knowledge in all areas within the office and the wider organisation and participate in any training opportunities available.
22. Cover other Finance Team members when they are on leave.

## ***Please note:***

- This job description will be reviewed on a regular basis and may be subject to change, particularly as the needs of the charity and our services 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

### Knowledge, Experience, Skills and Abilities

#### Essential

1. Skilled use of 365 and Microsoft Office packages and the confidence and ability to learn how to use our database and additional external applications such as Sage accounting software.
2. Excellent IT skills, oral and written communication skills, and attention to detail are essential for this role.
3. Experience of working with confidential data and a commitment to the principles of GDPR.
4. Skills to communicate in an effective, professional and courteous manner with a diverse range of people (including adapting to the needs of clients with dementia).
5. Ability to confidently represent the organisation and communicate professionally on behalf of the Executive Team within the organisation and with external stakeholders.
6. Ability to develop and maintain appropriate, accurate administrative and financial systems.
7. Ability to independently organise, prioritise and plan a diverse workload to meet deadlines.
8. Must be self-reflective and able to receive feedback calmly and objectively and then adjust work as necessary.
9. A friendly, open personality with the capacity to be flexible, manage change, and proactively use initiative when faced with challenges encountered in a very busy environment.

#### Desirable

1. Knowledge of HR / Finance Systems and processes would be helpful, but full training will be provided and additional development opportunities will be available.
2. Previous finance experience and/or AAT Level 2 certificate or equivalent.
3. Knowledge and experience of Sage or other accounting software.
4. Experience of working with senior leaders in an organisation.