

Finance Assistant

JOB DESCRIPTION

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

Context:

Age UK Wandsworth has been supporting older residents across Wandsworth for over 60 years. We are an independent, well-established and trusted charity that serves approximately 15,000 residents a year in Wandsworth. Our goal is to help residents age well in Wandsworth and to build confidence and resilience to stay living healthily and independently for as long as possible.

This role will suit an organised and detail-oriented individual with good interpersonal skills, a professional approach, and the ability to work through challenges in a dynamic environment. You will be a key part of a small, friendly team who are busy making a difference to the lives of older people in Wandsworth.

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. Work closely with other teams in our Head Office and at our Day Centre to ensure streamlined processes exist across the organisation.
3. Contribute to the development and continuous improvement of financial processes and internal controls to enhance efficiency, effectiveness and compliance.
4. Support the finance team in producing financial information for trustees, management meetings and reporting cycles.
5. Help ensure compliance with charity finance regulations and best-practice standards.
6. Carry out any other administrative tasks relevant to the role, as required by senior finance staff.
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 and deal with any queries.
4. Check and collate expense claims, assisting other staff as necessary.
5. Assist with bank reconciliation and cash handling.
6. Update the database with contact and transaction information.
7. Run reports from databases and other management tools.
8. Assist with preparation for external audit and respond to audit requests.
9. Run annual Gift Aid reclaim from HMRC.
10. Liaise with staff about payments for charity services and associated invoices.
11. Assist in preparing monthly management accounts schedules or reconciliations.
12. Help monitor budget variances and support staff with basic financial queries.
13. Support data cleansing and quality assurance for finance-related systems.
14. Contribute to year-end procedures, including accruals and prepayments.
15. Attend staff meetings and actively participate and constructively respond to regular supervision, feedback and training.
16. Take responsibility for developing own knowledge in all areas within the wider organisation and participate in any training opportunities available.
17. 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 oral and written communication skills and be able to communicate in an effective, professional and courteous manner with stakeholders.
3. Excellent numerical skills and attention to detail.
4. Knowledge of basic accounting understanding would be helpful, but full training will be provided and additional development opportunities will be available.
5. Experience of working with confidential data and a commitment to the principles of GDPR.
6. Ability to independently organise, prioritise and plan a diverse workload to meet deadlines.
7. Must be self-reflective and able to receive feedback calmly and objectively and then adjust work as necessary.
8. 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. Previous finance experience in another organisation.
2. 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.