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Job Description

**Job Title:** Finance Assistant

**Responsible to:** Finance Manager

**Accountable to:** Chief Executive

**Reporting to:** Finance Manager

**Salary:** NJC SCP 4-5 £18,070 – £22,658

**Working hours:** 35 hours (flexible working to suit needs of the role)

**Location:** Gaddum House

**Job Summary**

To provide financial administrative support for the Gaddum Centre Finance Function and to the Chief Executive, Finance Manager, Senior Management Team & Budget Holders.

**Job Purpose**

The post of Finance Assistant will support the Finance Manger & SMT of Gaddum Centre in financial administration and control. The role will:-

* Provide the Purchase & Sales ledger function ensuring support of the operations of the Charity.
* Oversee the payment and recording of Nominal transactions in line with company procedures.
* Provide a professional and comprehensive response to accounting queries.
* Use accounting Software – Sage Line 50

**Main Duties and Responsibilities**

**Financial Accounting & Control**

***General***

* To input and record accounting transactions to ensure they are in line with the charity’s financial policies
* To provide a professional and comprehensive service in dealing with finance queries raised by suppliers, customers and colleagues
* To provide the first point of contact for purchase order queries
* To assess and identify improvements in the current accounting system and procedures.
* To input, check and issue expenses for company employees
* To work to quarter and year end deadlines
* To prioritise daily workload

***Cash Management & Bank***

* To oversee the safe-guarding of cash balances held on premises
* To oversee the distribution of petty cash to employees
* To oversee the safe-keeping and distribution of company cheques
* To record and bank cash and cheque income
* Responsibility for collection of funds from the bank
* To ensure the bank reconciliation is performed on a regular basis and all payment information updated

***Purchase ledger***

* To ensure that all goods and services invoiced have been ordered, charged in accordance with the order and been received by the company
* To record all purchase ledger transactions on Sage
* To manage and raise BACS and other creditor payments ensuring that all creditors are paid in accordance with the charity’s policy
* To reconcile the control account and ensure that the ledger is available to be closed in line with the accounting timetable

***Sales Ledger***

* To ensure that all invoices are processed in line with requests
* To manage the Credit Control function, ensuring that all debts are received in line with the charity’s policy
* To reconcile the control account and ensure that the ledger is closed in line with the accounting timetable

***Nominal Ledger***

* To operate a process, which ensures that all Nominal payments and receipts are recorded in a timely manner.

***Management Accounts***

* To support the Finance Manager by producing timely Debtor and Creditor reports for inclusion in the quarterly Management Accounts pack
* To produce reconciliations in relation to Bank and Petty cash transactions.
* To ensure quarterly Journals are completed in accordance with the quarter end deadlines.

***Other duties and responsibilities***

* To meet regularly with Finance Manager for supervision
* To undertake additional duties within competence of post holder as required by Chief Executive
* Flexible approach to working patterns to suit the needs of the role as required.
* Promote the work of Gaddum Centre and safeguard its good name and reputation at every opportunity.
* To adhere to Gaddum Centre Policies and Procedures.
* To maintain privacy and confidentiality in line with Gaddum Centre’s policies and procedures.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that, over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained, without changing the general character of the duties, or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum Centre policies and procedures.