

FINANCE AND ADMINISTRATION ASSISTANT JOB DESCRIPTION

Supporting the Business and Finance Manager

- Complete delegated tasks from the Business and Finance Manager, including but not limited to tasks related to data privacy and data handling, volunteering and quality assurance.

Bookkeeping, managing incoming donations and purchasing

- Work with the fundraising and marketing team to manage donations, including donation counting, processing and banking.
- Use accounting software including spreadsheets to post and track charity spending and income.
- Ensure that transactions are processed in the accounting system and that they are accurate and complete.
- Ensure effective management of relevant business communications, invoices, billing and ordering.
- Ensure all work is done in compliance of administration, finance and policies and procedures.
- Ensure payables are managed smoothly and efficiently in accordance with the charity's procedures, accuracy and completeness.

Communicate and work with admin volunteers to ensure they can do delegated tasks.

- Work with volunteers who assist in the office and other areas of the charity, keeping them up to date with information they need to do delegated tasks.

About you

No one person is expected to embody every aspect of this role. Training and development support will be offered however this role would suit a candidate with skills and experience across a range of areas in accounting or finance and administration.

To flourish in this role you'll need:

- Excellent attention to detail and a knack for numbers.
- Excellent analytical skills.
- Good understanding of basic bookkeeping and accounting.
- The ability to build strong relationships across the charity and be a strong team player.
- Experience in finance and administration.
- Good interpersonal skills (tact, diplomacy, patience, discretion and impartiality) are essential for this position.
- Ability to work and communicate effectively with a diverse body of individuals.

- To work proactively and follow procedures and protocols and have excellent organisational and time management skills, with the ability to plan, balance multiple priorities and meet deadlines
- General understanding of finance and accounting policies, procedures and systems in a charity.
- Working knowledge of accounting software such as Paxton accounting (desirable) or other accounting systems and excel would be a distinct advantage.
- Administrative and IT skills (including MS Outlook, Word, Excel and PowerPoint), and an ability to maintain accurate records and produce clear written and reports.
- The ability to perform other duties necessary for the efficient running of the office and charity as a whole.

We will need you to:

- Enjoy working both independently and as part of multiple teams and be a team player. You'll have the ability and desire to get on well with your colleagues and our volunteers, recognising the benefits of collaboration and cooperation.
- Adhere to financial principles and protocols, and demonstrate integrity.
- Show initiative and resourcefulness and the ability to innovate and problem-solve.
- Have excellent time management skills and the ability to juggle multiple priorities simultaneously.
- Be adaptable and flexible, able and willing to respond quickly to challenges and opportunities especially where change occurs regularly as we adapt to the needs of our services users and the economy and society in which we work.
- Be comfortable working in an environment where confidentiality is applied to many areas of our work.