



## **Job Description**

**Job Title: Finance Assistant**

**Responsible to: Operations Manager and Activities Manager**

**Line Managed by: Operations Manager**

**Contracted Hours: 8 hours per week**

### **Key Responsibilities**

#### **1. Administration/Accounts/Finance**

- 1.1. Process accounts and finance information supplied by the core team
- 1.2. To check and record all transactions and to reconcile bank statements against central accounting system
- 1.3. To assist in maintaining an effective sales ledger/credit control operation
- 1.4. To ensure the accuracy and correct processing of accounts and financial information, maintaining the office accounts system
- 1.5. In conjunction with the Activities Assistant, complete weekly banking and associated reconciliation
- 1.6. To assist the AM and OM with the annual budgeting process, allocating funds and highlighting any gaps in funding, providing financial information to support funding bids
- 1.7. In conjunction with the AM and the OM, build and maintain an accurate business forecast for the current financial year and the length of the current contract
- 1.8. Provide accurate financial information to the AM, OM and Board of Trustees as required
- 1.9. Any other tasks deemed appropriate for your skills and experience
- 1.10. Provide accurate quarterly budget figures for the OCC reports as directed by the AM and OM

## **2. Professional Development**

- 2.1. Engage with your line manager in review meetings and input into target setting to ensure that you are happy with your personal development plan. Whilst self-evaluating your work and processes.
- 2.2. In conjunction with your line manager investigate, source and engage in training and development opportunities which benefit your role as Finance Assistant.
- 2.3. Maintain a professional working relationship with all team members whilst constructively raising issues if they arise.
- 2.4. Liaise with the Board of Trustees and provide honest and open feedback when requested