



Job Description

1. Job Title	Finance Assistant
2. Hours	15 hours per week
3. Salary	Band D
4. Responsible to	Finance Manager
5. Office base	Hybrid working with one office day per week in Fareham office
6. Contract	Permanent

Job Purpose

Your job is to assist the finance team in ensuring the smooth day-to-day running and operation of the organisation. The finance team manage finances and resources for a diverse group of services and wide range of user groups. An ability to help monitor and develop processes for controlling finances and resources is also key to this role. You will need to be efficient and comfortable being a member of a team, flexible, resourceful, a good problem solver and organised. This role is important to the organisation in ensuring that it is running to maximum efficiency by providing support to the Finance team in essential tasks

Responsibilities

1. To assist with the company's purchase and sales ledger systems
2. To assist the finance team with processing on the company's sales ledger
3. To assist the finance team with processing on the company's purchase ledger
4. To process sales invoices and send to customers on a timely basis
5. To process supplier invoices for payment on a timely basis on SAGE
6. To assist in the company's debt collection and chase customers for prompt payment
7. To review sales ledger balances with the Finance Manager

8. Processing of customer payments collected via SQUARE
9. To assist in preparing the weekly supplier payment run for approval by the Finance Manager
10. To process supplier payments on SAGE
11. To process customer receipts on SAGE
12. Raise purchase orders if required and process and liaise with the finance team ensuring best practice is followed with regard to ordering of resources.
13. May be required to assist with preparation of payroll
14. To participate with colleagues in Community First in developing systems, policies and procedures to ensure the effective delivery of services and support
15. Take part in team meetings and briefings with wider Community First team as and when required. This may include attending meetings in other offices
16. Undergo and take part in relevant training with other staff and volunteers, in for example supervision and performance development, customer services, emergency first aid at work, manual handling and other courses as required in order to carry out your duties.

General

- To undertake any other responsibilities and duties appropriate to the nature and salary grade for the post.
- To demonstrate a flexible attitude to the work environment and to work a flexible rota if necessary.
- To co-operate with colleagues throughout Community First to enhance the development and effectiveness of central services and support its integration with other Community First teams and services.
- You will not be required to undertake a DBS check.

Clauses Common to All Community First Job Descriptions

- To promote Community First's Equal Opportunities and Diversity policy.
- To comply with all Community First policies and Conditions of Service as laid out in the Community First Staff Handbook.
- In discharging the duties of the post to have due regard to the provisions of Health & Safety at work legislation.
- To undertake such additional responsibilities appropriate to the role as may be required and agreed by the funding partners, commensurate with the grade and responsibilities of the post.

Person Specification

You will have practical experience of book-keeping work as part of an Accounting or Finance Team.

Essential

You will:

- Be Approachable
- Enthusiastic, proactive and willing to learn
- Have good numerical skills
- Knowledge of book-keeping and accounting systems (SAGE)
- Have experience of financial procedures and using financial processes
- Have experience of preparing financial information on spreadsheets and preparing financial reconciliations
- Have excellent IT skills and be adept in Word and Excel
- Have excellent communication skills both verbal and written
- Be willing to work across locations
- Be good at organising and prioritising work
- Be able to work in a busy demanding environment
- Be able to work as part of a team
- Committed to highest quality standards
- Be flexible and cover for other staff or fill in where required to get the job done.
- Be prepared to learn on the job and take on additional responsibilities and tasks
- Show commitment to Equal Opportunities
- Have a valid driving licence with access to reliable transport

Desirable

- An accounting qualification in bookkeeping or accredited SAGE training
- Experience of payroll preparation
- Have experience of office administration
- Be creative and willing to suggest new ideas to improve systems
- Knowledge of the community and voluntary sector