# Role Profile

## Overview

<table>
<thead>
<tr>
<th>Role</th>
<th>Finance Assistant</th>
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</thead>
<tbody>
<tr>
<td>Main Purpose</td>
<td>To work as part of the finance team assisting with the financial administration of the organisation, processing a high volume of transactions in multiple currencies and posting to Sage 50 and Sage 200 accounts software.</td>
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<tr>
<td>Department</td>
<td>Finance</td>
</tr>
<tr>
<td>Location</td>
<td>Head Office, Manchester</td>
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<tr>
<td>Reporting To</td>
<td>Finance Director</td>
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</tbody>
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## Main Duties

### Main Duties

- Assist with preparation of management accounts
- Assist with financial forecasting
- Raise customer invoices
- Issue stage payment invoices for services (e.g. training, site assessments etc.)
- Complete monthly bank reconciliation
- Set up bank payments in online banking
- Post intercompany journals
- Track costs and recharging to members/clients
- Credit control – request payment, send statements etc.
- Seminar and workshop post-event financial administration
- Modern Slavery supplier questionnaire management
- Mobile phones contract management
- Code, check and process invoices and staff expenses
- Post transactions into Sage 50 including allocation of VAT
- Assist with scanning and banking of cheque and cash donations
- Scan invoices and expenses
- Analysis of budget v actual variances
- Prepare financial information for audit as required
- Assist with internal audit processes, procedures & report
- Download income data from giving portals
- Enter donations income into Sage 200
- Assist with development funding bids (budget preparation and liaison with fundraising team)
- Assist with grant reporting to key donors/funders
### Key Result Areas

- Accurate data entry during assistance with preparation of monthly management accounts
- Timely submission of customer invoices
- Accurate bank reconciliations
- Maintain accurate spreadsheet of costs to be recharged and expense then recharged
- Keeping record of Modern Slavery questionnaires
- Timely and accurate posting of income to a monthly deadline
- Analysis of budget v actual variances
- Accurate coding and posting of purchase invoices, credit card statements & expenses
- Timely processing of data by required monthly deadlines
- Ensuring payments are issues weekly and on time
- Maintaining the highest standards of confidentiality

### Soft Skills

- Self-starter, capable of acting on own initiative and proactively managing competing demands and pressures and able to multi-task effectively
- Able to work collaboratively with a range of colleagues in the wider organisation as well as with external stakeholders
- Well placed sense of judgement and political skills, able to exercise absolute discretion and confidentiality
- Excellent interpersonal, diplomatic, written and verbal communication skills
- Meticulous attention to detail
- Demonstrable level of numeracy and ability to analyse statistical and financial data
- Ability to ‘think outside the box’, generate and implement creative solutions
- Able to work autonomously and with versatility, meeting unexpected and often tight deadlines

### Technical Skills

- Proficiency in Microsoft Office (particularly Excel and other office productivity tools, with aptitude to learn new software and systems)
- Ability to prioritise deadlines
- Excellent attention to detail
- Experience of Sage 50
- Experience of Sage 200

### Experience & Education

- GCSE in Maths and English
- Association of Accounting Technicians (AAT) Level 1 - preferable
- Experience of Sage 50 Sage 200 or similar
- Previous book-keeping experience
- Experience of managing budgets v actual reports (desirable)
- Experience of developing internal processes and systems (desirable)
- Experience of finance systems integration (desirable)