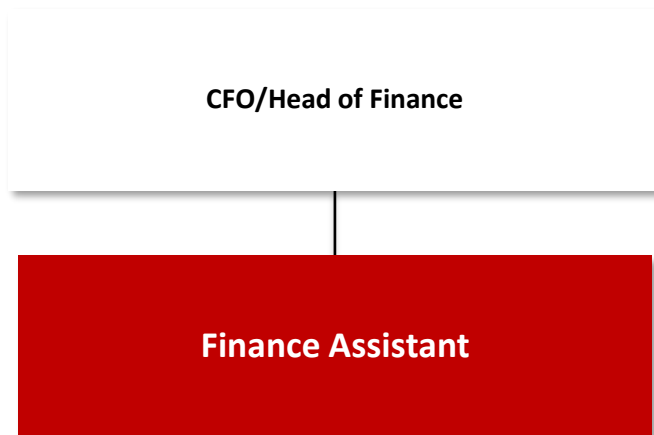


Finance Assistant

Reporting Lines



Department	Finance	Reporting to	CFO/Head of Finance
Salary Range	£21,000 to £23,000 per annum	Version	FA-JD-V2-05-23
Subordinates	0	Working hours	37.5 per week

Main Job Purpose

The Finance Assistant will work closely with the Finance team to support in the charity's finance function. You will take responsibility for the purchase ledger and you will assist with donation processing, bank reconciliations, and other ad hoc tasks as required.

Accountabilities

- Processing invoices (including approval from necessary budget holders);
- Conducting purchase ledger reconciliations;
- Assisting with payment runs;
- Conducting bank reconciliations;
- Supporting ad-hoc projects to assist the accounts team or other teams.

Our Values

Believe in the cause

We believe in changing a situation from negative to lasting positive; helping those in need; saving and transforming lives for the better is what drives us.

Work together

Teamwork is the backbone of our work's success.

Give with grit

Being a "gritty" person means perseverance and passion for long-term goals; hence, freely giving with courage, conscientiousness, and resilience; acting with optimism, confidence, and creativity as you strive for excellence.

Make life better

Ultimately, our work is to make life, in its holistic sense, better for everyone, and everything, including the environment.

Work Environment

- 95% indoors / office based
- 5% outdoors / travel / events / work trips etc.

Job Requirements

Education	<ul style="list-style-type: none"> • Degree in Business /Accounting / Finance/Mathematics or any numerate discipline (desirable) • AAT (association of accounting technicians) or equivalent or studying toward (desirable)
Experience	<ul style="list-style-type: none"> • Excellent working knowledge of accounting systems i.e., Sage
Skills	<ul style="list-style-type: none"> • Strong IT skills, including Microsoft Outlook and Office skills, and advanced Excel skills (lookups, pivot tables, etc • Meticulous attention to detail • Excellent analytical and interpretive ability • Excellent communication skills with the ability to present to a broad range of people internally and externally including non-financial specialists
Languages	<ul style="list-style-type: none"> • Strong written and spoken English essential