



JOB DESCRIPTION

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| Post Title: | Finance Assistant |
| Accountable To: | Finance Manager |
| Responsible To: | Director of Finance & Support Services |
| Salary: | £13,034 - £16,485 |
| Hours of Work: | 22.5hours (Wed Thurs Fri) |

JOB ROLE

To work within the finance department, recording and banking monies received, entering details on a bespoke computer database.

Main Duties

- To work within the general finance offices and lottery office as required.
- To assist with the opening and recording of post received at the Hospice and to ensure all outgoing post is handled in a timely manner.
- To assist with the receipt, counting, recording and banking of all monies received into the Hospice in line with Hospice policy.
- To accurately enter data into the respective 'Raiser's Edge' or lottery or finance system.
- To collect, bank and account for miscellaneous income received by the Hospice or Trading Company.
- To ensure accurate records are maintained in respect of donations and donor's details to comply with HMRC regulations regarding the claiming of gift aid.
- To learn all the processes affecting the collection and accounting of donations received directly into the bank.
- To be fully aware of the rules regarding gift aid and be competent to advise others within the organisation.
- To be fully aware of the rules regarding the collection of paperless Direct Debits.
- Photocopying and filing, including computerised scanning of finance documents.
- To provide holiday/sickness cover for the purchase ledger clerk.
- To ensure that confidentiality is maintained at all times.

- To perform any other duties reasonably assigned by your manager.

General Information

The duties outlined above are not intended to be restrictive, and the post holder may be required to undertake additional duties as necessary.

Additional Information

Health & Safety at Work Act

The post holder is required to take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work.

Confidentiality

The post holder has a responsibility to comply with the Data Protection Act 1998 and the Code of Practice on Confidentiality and Data Protection.

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances, in accordance with the needs of the organisation. It does not form part of your contract or employment



PERSON SPECIFICATION

Post: Finance Assistant
Department: Finance Department
Accountable: Finance Manager

| | Essential | Desirable |
|------------------------|---|--|
| QUALIFICATIONS | <ul style="list-style-type: none"> ▪ Good level of general education or equivalent relevant experience. | <ul style="list-style-type: none"> ❖ NVQ Level 2 |
| EXPERIENCE | <ul style="list-style-type: none"> • MS Excel • MS Word • Cash Handling • Working within an office/financial environment | <ul style="list-style-type: none"> • Raisers Edge experience • Combase Lottery experience • Working within Charity/Not for Profit sector • Knowledge of Gift Aid • Database entry |
| PERSONAL SKILLS | <ul style="list-style-type: none"> • Numerate • Communication skills • Ability to work in a team • Ability to work on own initiative • Ability to prioritise work • Organisational skills | |
| DISPOSITION | <ul style="list-style-type: none"> • Honest and reliable • Approachable/friendly • Sense of humour • Flexible • Sympathetic | |
| CIRCUMSTANCES | <ul style="list-style-type: none"> • 22.5 hours per week worked over 3 days • Based at Heald Green | |