

Role Profile

Overview	
Role	Finance Assistant
Main Purpose	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.
Department	Finance
Location	Head Office, Manchester
Reporting To	Finance Director
Main Duties	
<p>Main Duties</p> <ul style="list-style-type: none"> • Assistance with preparation of management accounts • Assist with financial forecasting • Raising customer invoices • Issue stage payment invoices for services (e.g. training, site assessments etc.) • Monthly bank reconciliation • Setting up bank payments in online banking • Posting intercompany journals between • Tracking costs and recharging to members/clients • Credit control – requesting payment, sending 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 • Downloading income data from giving portals • Enter donations income into Sage 200 • Development funding bids - budget preparation, liaison with fundraising team • Assistance 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)