

Role Profile

Job Title:	Finance Assistant
Based:	The Stables, Reading / 135 Cardiff Road
Hours:	Part Time – 22 hours per week (min 3 days per week)
Contract:	Permanent
Reporting to:	Finance Officer
Remuneration:	£22,000 per annum FTE, plus benefits
Direct Reports:	n/a

Job Purpose:

- To process the day-to-day transactions of the organisation and oversee accurate data entry and reconciliation
- To assist the Head of Finance and Finance Officer in the financial management of Launchpad as requested

Key Responsibilities

Financial

1. Purchase Ledger

- Management of the Purchase Ledger in Sage
- Maintain supplier accounts
- Set up new supplier accounts
- Check bank account details
- Post invoices to Sage
- Prepare and complete payment runs, send remittances, file
- Deal with supplier queries
- Reconcile supplier statements

2. Manage Credit Card Accounts

- Primary liaison with credit card holders to ensure that transactions are appropriately coded, authorised and passed for processing within agreed timescales
- Prepare and process file for importing transactions into Sage
- Reconcile monthly statement

3. Cash and bank management

- Maintain the cash and bank accounts in Sage
- Using the monthly petty cash summary, prepare and process a file for importing transactions into Sage
- Cash and cheque deposits

4. Fixed Assets

- Update the fixed asset register on a monthly basis
- Reconcile fixed asset register with Sage nominal ledger
- Prepare and process monthly depreciation journal for importing into Sage

Other Duties:

- To attend regular support and supervision meetings, and annual appraisal sessions with the Finance Officer
- To attend and participate in team meetings, reflective practice, group briefings, internal and external meetings, qualifications and training course etc where appropriate
- To assist in the development, adherence to and review of written policies and procedures in relation to the administration of the finance department
- To promote equality of opportunity and ensure fair treatment in line with Launchpad's Equal Opportunities Policy in all aspects of Launchpad's work
- To work flexible hours as necessary to meet the needs of the service
- Proactively to promote Launchpad within Reading to other organisations and partners as the opportunity arises
- To observe and work within Launchpad's values of Respect, Empower, Integrity and Influence
- To operate within the framework of policies and procedures within Launchpad
- Any other duties commensurate with the role

Person Specification

Knowledge, Skills and Behaviours

Essential

- General, Sales and Purchase Ledger
- Microsoft Office, basic to intermediate level
- Microsoft Excel, intermediate level
- Effective communication skills
- Collaborative approach to financial control
- Problem solving ability
- Ability to interact constructively with staff at all levels
- Good levels of Literacy and Numeracy

Desirable

- Advanced Excel
- Sage 50 Accounts package
- Understanding of charity finance and restricted funds

Experience

- Ideally will have worked in the Finance department within a busy office environment
- Experience of working in a charity finance or SME environment (Desirable)

Education, Qualifications and Training

- Educated to GCSE level or equivalent with qualification in Maths and English
- Recognised accountancy or book-keeping qualification (Desirable)