

Job Description

Title:	Finance Assistant
Salary:	£12.40 - £12.60 per hour (£7,737.60 - £7,862.40 per annum)
Hours:	PT: 12 hours per week (A flexible working pattern could be considered)
Location:	Head Office based, Watford WD25 8WT
Term:	Permanent (3-month probationary period)
Reports to:	Finance Manager

Purpose of the post:

The Finance Assistant is responsible for proper financial accountability by the charity and the production of sound financial information to support decision making across the organisation. The role will be required to make appropriate accurate entries and carry out day to day activities as necessary to support the Finance Manager in ensuring a smooth running of key aspects of the finance function.

Key Duties and Responsibilities:

1. Record Keeping

- 1.1 Processing monthly financial transactions and reconcile with sage and bank.
- 1.2 Nominal account code analysis.
- 1.3 Control of uniform account.
- 1.4 Capital project monitoring and record keeping.
- 1.5 Creation of new supplier and customer accounts on sage.

2. Month End Activities

- 2.1 Processing of month end accruals, depreciations and prepayments.
- 2.2 Preparation of primary purpose trading break down and analysis for all centres.
- 2.3 Production of monthly centre analysis report on income and expenditure for trend analysis.
- 2.4 Support month-end financial reporting activities.

3. Administration

- 3.1 Ensure proper record keeping - soft and hard copies of all related financial activities.
- 3.2 Work collaboratively with centre staff to support their financial activities.
- 3.3 Participate in periodic stock taking.
- 3.4 Keep process documents relating to role, up to date.
- 3.5 Support and cover for other members of the finance team.

4. General

- 4.1 Attend any team and other internal or external meetings as requested.
- 4.2 Attend relevant training and personal development opportunities to fulfil the requirements of the post.
- 4.3 Adhere to all NAWT policies and procedures and assist the organisation in developing, implementing, and monitoring them, including Finance policies, Equal Opportunities, Risk Assessment, Health & Safety and environmental policies.
- 4.4 Carry out any other duties relevant to the post as directed by the Finance Manager.

PERSON SPECIFICATION		
Experience / Skills	Desirable	Essential
Experience using sage		Yes
Bookkeeping experience	Yes	
Good overall IT skills including the use of Microsoft office		Yes
Excellent communication, customer care and interpersonal skills		Yes
Ability to organise and prioritise workloads		Yes
The ability to work unsupervised and adhere to deadlines		Yes
Excellent written, verbal, and telephonic communication skills		Yes
Data processing skills and strong attention to details		Yes
An affinity with NAWT values and purpose	Yes	
A full UK driving License and access to a car		Yes

THE PERSON
<p>The successful candidate will be reliable, conscientious, and committed to providing timely and accurate information. You will have a positive and proactive approach to work with excellent customer service skills. You will be able to work on your own initiative as well as being able to work cooperatively with a range of colleagues and have an organised and structured approach to your work. You will have an analytical mind and strong attention to detail. You will be discreet and honest, understanding the confidential nature of some of the information you will be working with.</p>