**Job Description**

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| **Summary** | | |
| Job Title | Finance Assistant | |
| Department | Head Office | |
| Location | Manchester, UK | |
| Full-time/Part-time/Job Share | Part-Time (22.5 hours) | |
| Reporting To | Assistant Accountant | |
| Direct Reports |  | |
| Job Purpose | The job holder will work as part of the finance team assisting with the financial administration of the organisation. | |
| **Duties & Responsibilities** | | |
| * Code, check and process invoices and staff expenses * Assist with recording and coding cheque, credit card and cash donations * Assist with scanning and banking of cheque and cash donations * Scan invoices and expenses * Assist with post-event financial administration * Match receipts to credit card statements and code and input * Prepare financial information for audit as required * ‘Ad hoc’ financial administrative tasks * Any other reasonable duties as directed | | |
| **Person Specification** | | |
| **Experience & Qualifications** | |  |
| * GCSEs in Maths and English * Strong IT skills, particularly Microsoft Excel and Word * Bookkeeping experience * Association of Accounting Technicians Level 1 (preferable) * Experience with Sage accounting systems (preferable) | |  |
| **Knowledge & Expertise** | |  |
| * Able to provide high quality financial and administrative support * Flexibility * High level of professionalism * Excellent attention to detail and deadlines * High standard of computer competency and excellent Excel spreadsheet skills * An organised approach and excellent time management skills * Strong affinity for the work of Hope for Justice | |  |

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| **Skills & Competencies** |  |
| * Communication * Organised and methodical * Team work/working with others * Attention to detail * Working with change * Able to prioritise own work * Negotiating and influencing * Performance management * Time management * IT skills * Problem solving |  |

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| **Review** | |
| Date Completed | 21/06/2017 |
| Version Number | 3.1 |
| Approved By | COO |