**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
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| **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)
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| **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 |