**Role Profile**

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| **Summary** |
| Job Title | Finance Assistant |
| Department | Head Office |
| Location | Manchester, UK |
| Full-time/Part-time/Job Share | Full Time (37.5 hours) |
| Reporting To | Finance Director |
| Direct Reports | None |
| 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
* Post transactions into Sage 50 including allocation of VAT
* 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, 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
* Experience and good working knowledge of Sage Line 50
* Previous book-keeping experience
* Association of Accounting Technicians Level 1 (preferable)
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| **Skills & Competencies** |  |
| * Strong IT skills, particularly Microsoft Excel and Word
* Organised and methodical
* Teamworking
* Flexibility
* High level of professionalism
* Excellent attention to detail
* Able to prioritise and work to deadlines
* Problem solving
* Strong affinity for the work of Hope for Justice
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