**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 | | |
| **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) | |  |
| **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 | |  |