

Finance Assistant Job Pack



Title:	Finance Assistant
Reporting to:	Finance Officer
Based at:	The Charity's office or other Hammersmith United Charities locations as required
Hours of work:	Initially 2days per week, permanent
Salary:	£25,000 pro rata + up to 3% matched pension contribution
Liaises with:	Staff, suppliers and residents

About the charity

Hammersmith United Charities celebrates its 400th anniversary in 2018. Its principal activities are the provision of sheltered housing for older people with a connection to the local area and a grants programme distributing £350,000 of grants to local organisations working to alleviate “need” in the eight Northern wards of the Borough of Hammersmith and Fulham.

There is more information about the charity on its website: www.hamunitedcharities.com

Purpose of job

The day to day role is bookkeeping, accurate coding of income and expenditure, reconciling bank statements and credit cards, payment of expenses and general overheads. We do this using Sage Line 50.

Generally, to support the Finance Officer with the administration of finance processes

Specific areas of responsibility

Purchase ledger

- Coding and processing purchase invoices using Sage.
- Preparing weekly payment runs.
- Processing staff and Trustees expenses.
- Reconciling supplier statement and dealing with supplier queries.

Sales ledger

- Generating sale invoices in Sage.
- Inputting and monitoring of Housing Benefit Payments and standing orders.
- Posting of investment property income and reconciliation.

Head office & Sycamore House
Sycamore Gardens, London, W6 0AS
General enquiries: 020 8741 4326

Registered Charity No: 205856
Homes and Communities Agency Registered No:1789

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- Recording voids (empty flats)
- Reconciling customer accounts and residents' rent accounts.

Recording and reporting

Maintaining and updating spreadsheets for:

- grant awards and payments
- weekly maintenance contributions, heating, rates and other utilities.
- residents moving in and out.

General finance duties

- Processing credit card and petty cash accounts.
- Reconciling Bank accounts.
- Producing monthly debtors and creditors reports.
- Ensure all paperwork is promptly filed either electronically or in paper form.
- Banking of cheques.
- Carrying out other ad-hoc financial tasks as required by the Finance Officer from time to time

General administrative duties

- Answering telephone calls and direct enquiries to other staff
- Welcoming visitors and take messages
- Providing cover for the administrator.

How to respond

Please e-mail your CV to jobs@hamunitedcharities.com with a covering letter as to why you would like to work for us, what you have to offer and which days of the week you are available to work, by mid night on Thursday 19th October 2017.

Interviews: week commencing 6th November 2017.

This is a description of the job as it is presently constituted. It is the practice of Hammersmith United Charities to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is Hammersmith United Charities' aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

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Person Specification

	Essential	Desirable
Experience/ Qualifications	<ul style="list-style-type: none"> • Demonstrable experience in a similar role at an equivalent level • Experience of Sales Ledger and Purchase Ledger • Experience of processing Payment run and Bank reconciliations 	<ul style="list-style-type: none"> • Part-qualified in a finance qualification (AAT, CIMA, ACCA etc) • Experience of working in a Charity or Housing
Knowledge	<ul style="list-style-type: none"> • Knowledge of finance packages • Good level in all aspects of MS Office 	<ul style="list-style-type: none"> • Knowledge of Sage Line 50 • Knowledge of UK charity accounting
Skills/ Abilities/ Competencies (Essential)	<ul style="list-style-type: none"> • Excellent numerical skills • Ability to understand financial information • Good Communication Skills – written and oral • Ability to manage a changing workload • Quick learner and the ability to learn new skills and systems. • High level of accuracy and attention to detail • Integrity and understanding of care needed with sensitive information • Able to work independently with minimal supervision • Good problem-solving and analytical ability • Ability to be aware of sensitivities and manage situations accordingly. • Team player and proactive • Ability to prioritise and highly organised. 	