

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:	3days per week, permanent
Salary:	£13,500 + 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

Reporting to the finance Officer, responsible for the day to day bookkeeping for the charity, accurate coding and entering of income and expenditure, reconciling bank statement, petty Cash and credit cards. We do this using Sage Line 50.

Generally, assisting the Finance Officer in the smooth running of the charity finance processes

Specific areas of responsibility

Sales ledger

- Generating sale invoices in Sage Line 50
- Inputting and monitoring of Housing Benefit Payments and standing orders.
- Recording voids (empty flats)
- Reconciling customer accounts and residents' rent accounts.
- Printing and distributing Quarterly rent statements

Purchase ledger

- Coding and processing purchase invoices using Sage.

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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- Processing grant invoices.
- Processing staff and Trustees expenses.
- Reconciling supplier statement and dealing with supplier queries.

Bank and Month End

- Posting transactions to and from bank accounts on a weekly basis.
- Reconciling Bank account.
- Banking cheques when required.
- Processing credit card and petty cash accounts.
- Posting prepayments and accruals as necessary
- Updating fixed asset register and posting monthly depreciation.

General

- Ensure all paperwork is promptly filed either electronically or in paper form.
- Carrying out other ad-hoc financial tasks as required by the Finance Officer from time to time
- Answering telephone calls and direct enquiries to other staff
- Welcoming visitors and take messages
- Providing cover for the administrator.

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 preparing Payment run and Reconciliations 	<ul style="list-style-type: none"> • AAT or Part-qualified (CIMA, ACCA or equivalent) • 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 Excel
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 • Team player with proven ability to work on own initiative • Ability to prioritise and highly organised. 	