|  |
| --- |
| **GENERAL INFORMATION** |

Job Title: Finance Assistant

Hours: 22.5 per week

Terms & Conditions In accordance with the Hospice pay terms and conditions

Responsible to: Finance Manager

Accountable to: Chief Executive

Main Base: Greensfield House, Alnwick, NE66 2DG

|  |
| --- |
| 1. **OVERALL AIM** |

HospiceCare is a small but growing local charity with a mission to deliver the best patient-centred end of life care in the homes of North Northumberland. Our small finance team handles an annual turnover of around £1,000,000. The initial scope of the post is to provide support to the Finance Manager by performing day to day processing of a wide range of financial information into QuickBooks Desktop accounts software, and assist in payroll processing using BrightPay.

|  |
| --- |
| **2. MAIN DUTIES AND RESPONSIBILITIES** |

**Main Responsibilities:**

1. Enter all purchase invoices into QB accounts, ensuring correct coding of costs, funds and VAT, check against purchase orders, obtain sign-off and create payments for authorisation in online banking
2. Enter all expense claims and create payments as above
3. Check expense/petty cash card balances and create top up payments to authorised limit on each card
4. Alert Finance Manager to bank payments awaiting authorisation.
5. Download latest transactions from current accounts to running spreadsheets
6. Enter all retail takings from daily shop logs into QB accounts, reconcile with bank statements and merchant accounts and liaise with shop managers to resolve queries
7. Identify any fundraised/donated income banked by shops and mark for entry into Harlequin fundraising database
8. Enter any direct debits leaving current accounts into QB accounts
9. Prep monthly payroll – check HMRC for new tax codes, add new staff, pay variations, sick notes, bank staff and overtime timesheets and enter into BrightPay payroll
10. Check payroll with Finance Manager and create paylist, set up payments to staff, send RTI information to HMRC
11. Run PAYE and Pension reports and create payments
12. Enter monthly fundraised and donated income into accounts from Harlequin Database and reconcile
13. Check Expense and Petty Cash card and cash receipts against statements and logs, enter into QB accounts and reconcile
14. Reconcile current and all merchant accounts
15. Create log sheets as required (eg retail)
16. Run cost reports for various teams
17. Resolve queries with suppliers
18. To support with the Finance Manager with any other financial based tasks that may be required from time to time.

**PERSON SPECIFICATION**

**Post –** Finance Assistant

**Location -** Greensfield House, Alnwick, NE66 2DG

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCE** |
| Qualifications | * GCSE Maths and English | * Basic AAT or other Bookkeeping or Accounting Skills qualification | * Application form * Certificates |
| Work experience | * Experience of cash handling and reconciliation procedures * Experience of using accounts software to execute a broad range of bookkeeping tasks * Experience of reconciling accounts * Experience of payroll software | * Experience of QuickBooks Desktop and/or BrightPay software * Experience of charity accounting * Experience in producing management accounts including budget comparisons | * Application form * Interview |
| Skills, Knowledge and aptitude. | * Attention to detail - ability to work accurately to a deadline * Excellent communication and numeracy skills * Good knowledge and experience of Microsoft Excel, Outlook & Word, * Willingness to undertake self-study and/or training to fill any gaps in desirable knowledge base * Team player – able to communicate effectively across teams | * Understanding of charity restricted funds and SORP * Understanding of VAT in the context of a charity * Understanding of payroll/PAYE * Understanding of Pensions auto-enrolment | * Application form * Interview * References |
| Motivation | * You will be committed to the mission and values of the charity, and passionate about maintaining our integrity through accurate record-keeping, enabling careful stewardship of resources |  | * Application form * Interview * References |
| Physical |  |  | * Successful medical screening questionnaire |
| Other factors | * Basic DBS Disclosure |  | * Application Form * DBS Certificate * Interview |