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# Finance Assistant

# Job Description and Person Specification

# Job Title: Finance Assistant - Part Time

**Salary:** NJC SCP 11 - 15, £28.249 - £30,107 per annum inclusive of Inner London Weighting. Based on 15 hours is currently £11,299 - £12,043pa (Inc ILW)

**Hours:** 15 hours a week - 2 days (based on a 37.5-hour week for FTE) – Days and hours can be negotiated.

**Contract:** 12-monthcontract with possible extension

**Accountable to:** Finance Director

**Location:** Based at Open House, E3. Although there may be requirements to travel across London and East London

**Closing Date:** 9:00am, Monday 4th September 2023

**Interviews:** Friday 8th September 2023

**Job description**

**Purpose of role**

To assist the Finance Director in all areas of finance, health and safety and IT across the organisation.

To support all staff members in enquiries and to offer assistance to the senior leadership team where needed.

Observing confidentiality & complying with Mind in Tower Hamlets, Newham and Redbridge's policies & procedures

**Adopting our organisational culture**

We expect everyone to embrace our culture, ethos and our anti-racist, anti-discriminatory and inclusive practices throughout their work.

**Key Responsibilities**

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**Purchase Ledger**

* Processing supplier invoices
* Preparing the monthly payment runs
* Ensuring all supplier queries are dealt with in a timely manner

**Sales Ledger**

* Raising sales invoices as per the service contracts
* Updating the reconciling spreadsheets
* Credit controlling
* Ensuring all income generation enquiries are dealt with in a timely manner

**Bank**

* Updating Quickbooks with bank transactions daily
* Updating the petty cash system

**Reporting**

* Assisting with the reconciliation of the monthly pension reports
* Assisting in updating existing health and safety policies

**Other**

* To carry out risk assessments within the organisation to ensure compliancy.

**General**

* Comply with, promote, and contribute to the development of MindTHNR’s: Aims and

Values, Equality, Diversity and Inclusive principles and all organisational policies.

* Attend appropriate internal, external training courses, E-Learning, supervision, and staff team meetings and away days.
* Other than where central administrative support is available, to be administratively self- servicing.

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**Finance Assistant**

**Person Specification**

Outlined below are the experience, skills and knowledge required to carry out the tasks in the job description. Please ensure that you use examples to demonstrate that you meet each individual criteria within the application form.

|  |  |  |
| --- | --- | --- |
| No. |  | **Essential/**  **Desirable** |
| **Qualifications** | | |
|  | Educated to GCSE level with good grades in maths and English | E |
|  | AAT Qualification | D |
| **Experience** | | |
|  | A strong commitment to Mind in Tower Hamlets, Newham and Redbridge’s aims and mission | E |
|  | A strong commitment to our Equality, Diversity and Inclusion Policies and Practices | E |
|  | Understanding of financial systems. | E |
|  | Demonstrate the ability to work as part of a team in a diverse and challenging environment within the organisation | E |
|  | Previous experience of working in charity or social enterprise sector finance. | D |
| **Skills/Ability** | | |
|  | Experience of financial transaction processing and record keeping | E |
|  | Ability to keep to deadlines and to prioritise. | E |
|  | Excellent administration and organisational skills | E |
|  | Good writing skills | E |
|  | Competent IT skills including Word, Excel and Internet | E |
|  | Experience in using accounting software, Quickbooks or equivalent | D |
| **Personal** **Attributes** | | |
|  | Sound judgement and the ability to handle competing priorities and a challenging workload | E |
|  | Excellent judgment and problem-solving skills. | E |
|  | Demonstrable ability to engage with people from all backgrounds and a commitment to Equality, Diversity, and Inclusion practices. | E |
|  | A proven track record of taking an innovative and solutions-based approach to challenges, whilst considering the thoughts and experiences of others | E |

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