

Finance Assistant P/T Job Advert

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 per week 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-month contract 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

This is an exciting new role created to support the Finance Director across a range of functions. The ideal candidate will have an interest in finance and would like to develop their experience, knowledge and skills in this area.


Purpose of the role

To assist the Finance Director in areas of finance, health and safety and IT and respond to staff queries.

Adopting our organisational culture

Our culture is underpinned by our organisational values. We expect everyone to embrace our culture, ethos and our anti-racist, anti-discriminatory and inclusive practices throughout their work.

Key Responsibilities

- **Purchase Ledger** - Processing supplier invoices, supplier queries and payment runs
 - **Sales Ledger** - Raising sales invoices, updating records
 - **Bank** – Updating petty cash and Quickbooks transactions
 - **Reporting** – Monthly pension reporting and reconciliation
 - **Other duties related to this role** – Risk assessments to ensure compliancy
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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.

You must have:

- Educated to GCSE level with good grades in maths and English
- Understanding of financial systems.
- Demonstrate the ability to work as part of a team in a diverse and challenging environment within the organisation
- Competent IT skills including Word, Excel and Internet
- Demonstrable ability to engage with people from all backgrounds and a commitment to Equality, Diversity, and Inclusion practices.

Ideally you will have:

- AAT Qualification
- Previous experience of working in charity or social enterprise sector finance
- Experience in using accounting software, Quickbooks or equivalent