

Finance Assistant

Job description



Job title: Finance Assistant
Responsible to: Church Action on Poverty Finance Manager
Contract: Permanent post, 21 hours per week
Closing date: 10am on Monday 27 January
Interviews: Wednesday 29 to Friday 31 January

About the role

The post-holder is responsible for working within the core team to support operations and programmes through providing financial administrative support to the organisation. They will be working with colleagues to maintain accurate Quickbooks, Salesforce and financial management systems which are crucial to supporting the charity's mission to help grow a social movement to build dignity, agency and the power to end poverty in the UK.

Key objectives

- Maintaining financial systems through accurate record keeping.
- Providing financial support operationally to the wider staff team nationally.
- Supporting the Finance Manager to implement financial systems and processes.

Key responsibilities

Building Dignity, Agency and Power to End Poverty

- Actively build relationships with colleagues, partners and individuals to strengthen networks across our projects and activities.
- Encourage opportunities for individuals experiencing in poverty to speak truth to power and take part in community activism with the organisation and partners.
- Support the aims of the movement, organisations and partners through contributing to campaigning and community organising (e.g. Challenge Poverty Week).

Outcomes: The financial systems and administration of them support the charity's mission and strategy by providing high quality support to staff, partners and volunteers and robust reporting to donors and funders.

Financial administration

- Assist with efficient and accurate bookkeeping and records management of financial accounts including regular reconciliation activity according to standard processes.
- Raise, receive, process, code and upload invoices to/from suppliers and funders using finance management software (Quickbooks and Salesforce).
- Reconcile monthly bank statements, credit card and pre-paid cards
- Record grants, donations and other income from supporters, members, churches etc and maintain up to date donor records on the financial management system (Quickbooks and Salesforce).

- Liaise with and responding to inquiries from colleagues, suppliers and programme partners.
- Assist with the preparation of monthly fundraising progress reports, quarterly management accounts, Gift Aid claims and annual financial examination.

Outcomes: The charity has accurate high quality financial management records which support the efficiency of operations.

Programme support

- Administer, track and record staff expenses related to programme activities.
- Support in regular reconciling and reporting of donor income and programme expenditure, answering queries and providing up to date information to the wider staff team.
- Assist the Finance Manager in maintaining financial reports to enable tracking and monitoring of spend and in reporting to grant funders

Outcomes: The staff team have the financial information and support centrally to run effective projects nationally with partners and volunteers, and to report to trustees and external funders.

Compliance

- Ensure your work is carried out to the required quality standards and adhering to internal financial management procedures.
- Provide documentation to facilitate programme operations, including grant documents and funder reports.
- Support the Finance Manager in ensuring the charity is compliant with contractual and legal obligations.

Outcomes: The charity is fully compliant with company and charity legislation, and best practice regarding financial management.

Accountability and relationships

The Finance Assistant will be accountable to Church Action on Poverty's Finance Manager; and will work closely with the core office team and other members in the team. They will also have a working relationship with staff from suppliers, partners and volunteers. They will be expected to attend regular staff meetings and supervision sessions.

Other details

- Duration:** Permanent contract with six month probationary period.
- Hours:** 21 hours per week including very occasional 'unsocial' hours, weekend working and overnight travelling for which Time Off in Lieu is provided.
- Salary:** £28,624 pa pro rata (Scale C point 14 based on NJC pay scale) paid monthly on the 14th day of each month.
- Benefits:** Church Action on Poverty operates the Nest auto-enrolment pension scheme, and contributes a 10% employer contribution provided the staff member commits to making a 5% employee contribution.
- Cash plan health insurance fully funded for staff and dependents.
- Holidays:** 25 days' annual leave pro rata plus statutory holidays.
- Location:** Offer of hybrid working on a flexible basis from home or/and at our Salford office.

Person specification

Criteria	Assessed by
Skills/knowledge	
Excellent numeracy skills	A.I
Good written and oral communication skills	A.I
Strong attention to detail	A.I
Understanding of bank reconciliations and other day to day financial management procedures	A.I
Good knowledge of customer relations management and database software, ideally Excel and Salesforce	A.I
Knowledge of financial management systems/software, ideally Sage	A.I.
Good time management and problem-solving skills	A.I.
Experience	
Bookkeeping, finance or equivalent role	A.I.R
Maintaining accurate records and data entry	A.I.R
Working as part of a team and with managing the delivery of tasks from various colleagues	A.I.
Work related circumstances	
Understanding of and willingness to adhere to Church Action on Poverty's vision and values and to undergo training	I

A = Application; I = Interview; R = Reference