

POST:	Finance Assistant
HOURS:	30 hours per week (4 days) F.T.E 37.5 hours per week (5 days)
REPORTING TO:	Finance Manager
SALARY:	Senior Administration Scale £25, 818 (FTE) plus 10% Employer Pension Contribution

JOB PURPOSE

The Finance Assistant is a valued role within a vibrant organisation, where everyone can fulfil their fullest potential. As part of a small finance team, the job holder will play an active role within the team, providing financial support to the Finance Coordinator and the Finance Manager.

Our Vision: We are committed to sustaining, nurturing and developing our vibrant Camphill community. A place where everyone has the opportunity to live, work and grow together and realise their fullest potential.

Our Mission:

- To transform lives in our Camphill community, underpinned by the ethos and values of the Camphill movement.
- We will achieve this through life and work enriching opportunities, meaningful relationships and connections, and where adults with learning disabilities, employees, volunteers and our families share lives together.
- We will also promote participation in community life, through dedicated care and support, which meets and exceeds expectations for all.

MAIN DUTIES

Financial

Administrative Financial Activities in conjunction with the Finance Team ensuring effective and efficient financial management, which will include:

- Collating and processing all supplier invoices, ready for payment
- Supporting the Finance Coordinator with reconciling supplier invoices with delivery notes and statements on a monthly basis
- Preparing weekly supplier payment runs
- Dealing with supplier queries and resolving any issues
- Process the day-to-day bookkeeping, with support from the Finance Coordinator
- Responsible for recording petty cash transactions and weekly reconciliations
- Perform bank account reconciliations in the accounting system on a weekly basis
- Responsible for managing the Accounts mailbox and dealing with any queries

- Support the Finance Coordinator with the timely and accurate processing and recording of multiple credit card transactions
- Processing local authority invoices in the accounting software, ensuring accuracy and consistency, in a timely manner
- Processing four weekly subsistence allowance for international volunteers
- Monitoring spend request forms to ensure they are approved in line with spending limits
- Assist with processing donations made via payment platforms, e.g. JustGiving, CAF etc and downloading relevant reports
- Support the Appeals Team for recording donations on the fundraising platform as required
- Maintaining diary reminders and meetings for the Finance team
- Meet processing deadlines linked to producing monthly management accounts
- Assisting the Finance Coordinator with the resident finance audit
- Responsible for the accurate recording of resident's personal allowance transactions
- Supporting the Finance Coordinator with the sending out of quarterly personal allowance statements to parents / guardians.
- Point of contact for finance queries
- Suggest improvements to existing processes and identify any needs for new processes
- Assist with the annual audit

General Administration

- The post will work alongside the Administration and Appeal teams to provide administrative support

QUALIFICATIONS

Essential

- Educated to a Higher level or equivalent

Desirable

- Knowledge of financial processes within a working environment, preferably in the charity sector

EXPERIENCE AND SKILLS

Essential

- Experience of working in a similar role, i.e. financial administration
- Experience of accounting procedures
- Competent in the use of Microsoft applications and accounting software
- Ability to prioritise and work to tight deadlines
- Excellent communication skills, oral and written
- Attention to detail
- Organisational, planning, analytical and critical thinking skills

- Excellent interpersonal skills and ability to deal with people in stressful situations
- Flexible, adaptable and able to work under pressure
- Ability to work on own initiative
- Ability to work as part of a team

Desirable

- Experience of a cloud-based accounting system
- Experience within an office environment, preferably in the charity sector
- Accounting qualification, i.e. AAT, HNC, HND Accounting
- Familiarity or experience of working with a fundraising platform
- Knowledge of payment platforms
- Current driving licence

PERSONAL ATTRIBUTES**Essential**

- Compassionate & supportive of the aims and values of the community
- Professional attitude
- Articulate & outgoing
- Flexible in approach
- Sensitive & supportive
- Able to absorb new concepts quickly and to adapt to changing circumstances
- Understanding of and willingness to actively support and promote the Camphill ethos

This job description is open to the review by the community (Camphill Blair Drummond) at any time.