



JOB DESCRIPTION

Job Title: Assistant Finance Manager

Reporting to: Finance Manager

Hours: 21 hours per week worked over 3-4 days

Salary range: £19,796 (£33,000 full time equivalent) - £20,997 (£35,000 full time equivalent)

Principal Location: Hybrid working. In-person at least once per week at the centre, London Kings Cross, and remotely.

ABOUT US: THE GESTALT CENTRE

We are the Gestalt Centre, an established therapy not-for-profit organisation, supporting the mental and psychological well-being of individuals, groups, and organisations. We are a dynamic charity that runs, accommodates, and supports a number of counselling, psychotherapy, personal and professional development courses, and a range of therapeutic practices that enhance mental and psychological wellbeing.

As Gestalt Centre, our relationship with people who work for the centre starts from a place of trust. We see our structure as an organisational shape that we use to organise ourselves. What matters for us is how we all work together. We prioritise collaboration and 'horizontal' consultative decision making with individual and collective responsibility and accountability.

OUR VISION is a world where meaningful and fulfilling relationships lead to wellbeing and positive change in people's lives.

OUR PURPOSE is to promote the mental and psychological well-being of individuals, groups and organisations through Gestalt education, training, and practice.

Gestalt is a life-changing approach to life, counselling, and psychotherapy. It enables people to develop meaningful relationships, navigate change and lead fulfilling lives by creatively utilising their own resources, skills, and strengths.

Gestalt Centre Values in Practice

Diversity, equality, inclusion, and anti-discrimination: We value equity and inclusion and welcome diversity and difference in backgrounds, identities, cultures, and voices. We also commit to anti-discriminatory action and encourage personal and collective awareness, reflection, and learning. It is integral to who we are and how we work and study together.

Kindness and respect for each other and the space we cohabit. Our relationship with people who work, learn and access therapy at the centre starts from a place of respect



and kindness. This way we create a space where we can show up, work, and learn authentically and meaningfully. Feel seen, heard, and included.

Collaboration and mutuality: We work and study together, collaboratively and with respect and appreciation for each other. Every person matters and so does the collective.

Community, awareness, and personal responsibility: We are a community of staff, students, practitioners, and clients; working, studying, and accessing therapy at the centre. Individually and collectively, we are responsible for our presence and behaviour. Also responsible for our community and the space we inhabit.

ABOUT THE JOB

Job Purpose

We are looking for a passionate and driven individual to join our tight knit team and make a real impact. A key member of the finance team, working closely with and supporting the Finance Manager, in a welcoming and supportive environment with opportunities to learn and grow on the job.

The role offers the chance to work across several finance functions, including management accounting, supporting year end audit, Accounts Payable and Accounts Receivable and so it provides a great opportunity to experience the full breadth of finance work in a charity across all functions in a varied and interesting role.

Key Responsibilities

Day-to-day finance processes

- Assume responsibility for managing the finance inbox; answering queries from colleagues; students, commercial customers, and suppliers.
- Ensure supporting information for transactions is correctly stored in electronic format on Teams such as bank statements, remittance advices, credit statements.
- Assist the operations and administration teams as and when required, including with the preparation of internal reports.
- Other ad hoc support to the finance team as may be required including administrative duties.



Accounts Receivable

- Ensure that all income from a variety of different sources is correctly and accurately recorded in the finance system on a weekly basis.
- Income and customer account reconciliations and revaluations.
- Any other responsibilities relating to Accounts Receivable.

Accounts Payable process

- Work with the bookkeeper to ensure accurate and timely recording of all approved supplier invoices, requisitions, staff expenses and other expenditure in the accounting system and that all supporting documentation for all transactions are uploaded.
- Whilst the bookkeeper is responsible for making all payments, the Assistant Finance Manager has a key role in liaising with the bookkeeper and the Finance Manager, to jointly ensure that all invoices are paid on time.
- Providing cover and setting up payments when the Finance Manager is not available.
- Determine most efficient payment platform to process international payments and ensure these are recorded in the finance system at the correct conversion rate.
- Work closely with the bookkeeper to ensure accurate and timely recording of all approved supplier invoices, requisitions, staff expenses and other expenditure and that all supporting documentation for all transactions are uploaded.
- Carry out monthly Creditor account reconciliations ensuring that all balances are valid and backed up with appropriate supporting documentation.
- Assist with the set up all payroll payments in time for the monthly pay day. This involves ensuring correct amount (which may differ from the salary of the individual's employment contract) and method of payment across all HQ staff.

Budgeting, management accounting and forecasting

- Assist the Finance Manager and CEO with the preparation of the annual budget, quarterly management accounts and forecast.

Year End Audit

- Assist the Finance Manager with answering queries from auditors and completing balance sheet reconciliations.



Systems and Processes

At the Gestalt Centre we're in the process of updating and embedding new systems and processes and this role will assist that work. For example, we have recently implemented new educational management and room booking systems and this role will be involved in supporting the integration of the finance and education management software.

Please note that this is not an exhaustive list of responsibilities.

PERSON SPECIFICATION

Education / Qualifications

Essential:

- 5 GCSE at Grade C or above including English and Maths.
- Post-GCSE qualification such as A-Level or T-level or Degree educated.
- AAT qualified, or part qualified CIMA/ACCA accountancy qualification.

Experience and Knowledge

Essential:

- Sound understanding of double entry book-keeping including month end adjustments.
- IT Literate with strong Excel skills.
- Familiar with using Teams.
- Experience of working in a similar role.
- Experience of using databases.

Desirable:

- Experience using QuickBooks or any other cloud-based accounting system.
- Charity or third sector experience
- Knowledge of charity accounting and the Charity SORP.



Qualities and Skills

Essential:

- Excellent organisation and planning skills and experience, including balancing competing complexities of a busy role and prioritising effectively, forward planning and working to tight deadlines.
- Excellent numeracy skills, attention to detail and strong written, verbal and presentation skills
- Excellent communication skills, including conveying information clearly and adjusting approach, manner, and language to suit varying situations.
- Pro-active communication style, including keeping team-members informed and updated, as necessary.
- Flexibility and proactive problem-solving, always working with kindness and respect.
- Ability to work under pressure and to tight deadlines.
- Able to plan and organise own work effectively and to work well in a dynamic busy setting.
- Excellent interpersonal skills and able to work collaboratively with colleagues across teams and with external contacts and also independently on own initiative.
- Be willing to participate in and support the development of new processes and procedures.
- Fast learner whilst not afraid to ask for help.
- Commitment to Equal Opportunities and Equality, Diversity, and Inclusion.
- Experience working effectively and appropriately with confidentiality and data protection in mind and in line with organisational policies and practice.

To apply please forward to Archie Rotap at assistant.admin@gestaltcentre.org.uk your CV and a supporting statement of no more than 2 pages, outlining how you meet the job requirements and person specification and the value you'll bring to it.

We look forward to hearing from you!