

Job title:	Financial Administrative Assistant
Responsible to:	Finance Manager
Responsible for:	N/A
Hours of Work:	21 hours (3- 5 days/week)
Location:	Leeds
Salary:	FTE: £23,000 Actual salary: £13,800
Staff Benefits	<ul style="list-style-type: none"> • 27 Days annual leave (pro rata for part time) • Paid monthly External Supervision • 4% contributing pension • Employee Assistance Program
Contract Length	12 months (with potential to extend based on funding)

The Team – Income Generation, Comms & Admin Team

Business Development Manager - Amber Wilson
Office Manager - Amy Bunce
Fundraising Officer – Izzie Hauer
Communications Assistant – tbc
Administrative Assistant – Lucie Ozanne
Project Assistant (Year in Industry) – tbc

The Job

We're looking for a motivated individual with an eye for detail and accuracy to join our growing team at Basis Yorkshire as Financial Admin Assistant. Basis are a unique and vibrant small charity working with women who sex work and women young people being sexually exploited. We need a new member of staff to support us processing regular financial transactions of the charity and supporting the Finance Manager to ensure the organisation is able to monitor its financial risk and compliant with financial procedures in close collaboration and supervision by the Finance Manager.

Job Description

Financial Administrative Assistant

- Produce and send invoices for payments owed and monitoring of payments
- Reconcile income from bank statements with invoices (credit control)
- Log incoming invoices and other expenditure onto accounting system
- Monitor credit card expenditure including matching up with invoices for purchases
- Liaise with suppliers and local authorities re payment of invoices
- Responsibility for petty cash float and input into the Fin. Administration system
- Support the completion of funding reports and preparation of budgets for funding proposals
- Supporting the wider finance and admin team incl dealing with general enquiries

General Responsibilities

- Contribute to team meetings and organisational priorities, strategic goals and performance targets
- Actively engage in regular internal and external supervision to support professional development and reflective practice.
- Be flexible within the broad remit of the post
- Ensure that finance and resources are used effectively and within budget
- Work collaboratively on projects and priorities with your line manager which may vary from time to time
- Be proactive in keeping up to date with and generating development relating to your work (including policy updates)
- Abide by organisational policies and practices, and our values
- Support diversity and equality of opportunity in the workplace
- Ensure that effective safeguarding procedures are in place and are acted upon

Recruitment Pack

Financial Admin Assistant

Person Specifications	Essential	Desirable	Where Evidenced?
EXPERIENCE			
Financial data input incl. checking expenses, uploading invoices, working with financial systems	X		Application and Practical Test
Experience of working with SAGE, Quickbooks or Expenses Plus		X	
Working in the charitable sector		X	Application and Practical Test
SKILLS, ABILITIES & KNOWLEDGE			
Excellent written and verbal communication skills	X		Application, Interview
Microsoft Office, including Word, Excel and Outlook	X		Interview and Practical Test
Knowledge of financial administration processes and procedures		X	
The ability to work independently and as part of a team	X		Interview
Understanding of women who sex work and women & young people who are sexually exploited		X	Application and Interview
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS			
Organised and the ability to work to deadlines	X		Application and Interview
An eye for detail and accuracy	X		Interview
Committed to working as part of a team	X		Interview
Flexible and adaptable	X		Interview
Commitment to Basis values	X		Application and Interview
Commitment to equality, diversity, inclusion and fairness for all	X		Interview
Commitment to safeguarding	X		Interview

