

CATHOLIC CHILDREN'S SOCIETY

JOB DESCRIPTION & PERSON SPECIFICATION

POST:	Finance Assistant
HOURS:	35 hours per week
SALARY:	£30,000 - £32,000
LOCATION:	73 St Charles Square, London. W10 6EJ (homeworking for one/two days per week will be considered once the successful candidate is established in this role)
MANAGER:	Finance Manager
START DATE:	ASAP

ORGANISATIONAL INFORMATION

Our mission is to bring hope and positive change to children and families. To achieve this we deliver a range of services. The Catholic Children's Society (CCS) is one of the largest providers of mental health services to schools in London. We also provide high quality early years education and family support, including offering emergency assistance for families in crisis.

CCS works with children and families of all faiths and none; our sole aim is to help those in greatest need so they can overcome the challenges they face, achieve their potential and have better chances in life. Our work is underpinned by our core values of integrity, compassion, inclusion and partnership.

PURPOSE OF THE JOB

This is an exciting opportunity to join a dynamic and growing children's charity. The post will suit someone who is highly numerate, organised and keen to develop and learn new skills. This is a rare opportunity to make a real difference, working within a small team to support our finance function and – ultimately – to ensure our organisation can achieve its goals and help many more children and families in need.

DUTIES & RESPONSIBILITIES

This role will support the Finance Team with the following tasks:

- Manage all aspects of accounts receivable, including processing and reconciling invoices.
- Record income received through bank statements, postal mail, telephone, and credit cards.
- Oversee petty cash administration and reconcile cash collections as well as credit card statements.
- Set up standing order mandates on the bank account and visit the bank weekly to deposit cash and cheques.
- Issue school invoices and address any queries from schools including building and maintaining strong customer relationships.
- Review the Aged Debtors report weekly to ensure its accuracy and completeness, confirm that all sales invoices have been issued, and verify that payments have been collected in a timely manner.
- Reconcile income recorded in Salesforce with Accounts IQ on a weekly basis.
- Reconcile card machine transactions with payments received in the bank account and invoices issued by WorldPay, then update Salesforce and Accounts IQ accordingly.
- Process Gift Aid claims and liaise with HMRC as needed.
- Collaborate with finance team members to ensure that financial procedures are understood and consistently applied throughout the charity.
- Manage the integration between the finance system and the fundraising CRM (Salesforce) to ensure timely recognition of all income for the charity.
- Maintain strong communication with colleagues in the finance team and promptly address queries from customers and other departments.
- Organise and maintain the office filing system, ensuring that all files are current and in good order.
- Assist the team with reporting and other finance-related activities, as required.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

- At least three year's experience of working within a finance team.
- Strong IT skills, including Excel, Outlook and Word.
- Experience of using databases and accounting software.
- Initiative and a proactive approach.
- Excellent interpersonal skills.
- The ability to work in a highly organised, efficient and systematic manner, paying close attention to detail.
- Excellent ability to prioritise tasks and work under pressure to deadlines.
- Strong communication and numeracy skills.
- Willingness to undertake training to develop new skills.
- A passion for making a difference to the lives of disadvantaged children and families.

DESIRABLE REQUIREMENTS

- Experience of working with a finance team within a charity.
- Experience of using Salesforce* for recording fundraising income.
- Experience of using AccountsIQ* accounting software.

*Full training will be provided on these systems as required.

Note

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly and positively to support our organisational goals and business needs. This job description is a guide to the level and range of responsibilities which the post holder will initially be expected to undertake. It is not exhaustive and will be subject to review/change to meet evolving circumstances and demands. It will not form part of the post-holder's contract of employment.