

Recruitment Pack

Finance Assistant



About Sussex Community Foundation

Sussex Community Foundation enables local people to support local causes, making grants to small charities and voluntary groups working in communities across Sussex. Our aim is to make a real difference to the lives of vulnerable, isolated and disadvantaged people in Sussex.

We champion local giving, building partnerships with like-minded people and organisations. Through our philanthropy advice, we help to match our supporters' aims with the many small, effective local charities offering solutions to local issues. Using national and local data, we focus our impact where we believe we can make the biggest difference in the lives of disadvantaged people across Sussex.

Since 2006, we've raised £70 million, given grants of £40 million to over 3,500 organisations and £26 million is in endowment to provide for future generations across Sussex.

Visit our website to find out more: www.sussexcommunityfoundation.org

Vision and Mission

Sussex Community Foundation is a registered charity that exists to make Sussex a fairer and more equal place, by providing a service to potential beneficiaries and donors in the whole community.

We bring inspirational people together to create the change Sussex needs. We make and strengthen connections between philanthropists, businesses, charity founders and community leaders. We make vital grants through over 100 dedicated funds across four key priorities: tackling poverty, improving health, reaching potential, and acting on climate. And we share knowledge, inspiration and stories – to help grow the power of community and create a Sussex where people and communities thrive for today and the future.

We do this by:

- **Inspiring** local people to give to meet local needs
- **Investing** in local charities and community groups, and helping them to become strong and sustainable organisations
- **Informing & Influencing** philanthropists and the wider community about local needs, now and in the longer term.

Our mission is to connect people who care with causes that matter, ensuring that charitable giving has a lasting and meaningful impact.

Sussex Community Foundation Recruitment Pack – Finance Assistant

Thank you for your interest in the **Finance Assistant** position at Sussex Community Foundation. Sussex Community Foundation is seeking a Finance Assistant, to work closely with the Finance Manager in developing and maintaining the Foundation's systems and processes to become more efficient and effective. It is a varied role, with previous finance administration experience preferred, and a willingness to provide exceptional support being essential to the role. It is an ideal opportunity for someone who has a good approach to problem solving and is looking to broaden their administrative experience.

We are keen to receive applications from people with varied work backgrounds and different types of experience. Sussex Community Foundation encourages and welcomes applications from people of all backgrounds and communities. We are committed to increasing diversity across both staff and trustee teams. Please let us know if there is anything you would like us to be aware of when considering your application.

This is a great opportunity to join an inspiring organisation that really makes a difference, working within a collaborative team where shared expertise drives exceptional outcomes.

We look forward to hearing from you!

To Apply

Apply through the **Charity Job portal** by submitting your CV with a covering letter explaining how you meet the requirements of the person specification. We are using the Charity Job anonymised recruitment process; therefore, **all applications must go through this channel.**

Please ensure that your application demonstrates your suitability against the Person Specification in this recruitment pack (see below).

We are committed to ensuring an inclusive recruitment process. If you require reasonable adjustments at any stage, please let us know and we will work to accommodate your needs.

If you would like an informal conversation about the role, please email us at resources@sussexcommunityfoundation.org to arrange a call with Margaret.

The closing date for applications is Monday 24 August 2026 at midday.

Interviews will be held during the week commencing 7 September 2026.

Job Description – Finance Assistant

Salary:	£24,000 – £27,000 (0.5) Fte per annum pro-rata depending on experience
Hours:	Flexible and negotiable – Part-time 17.5 hours per week preferably over five days
Contract:	Fixed term to Permanent, subject to completion of six months probationary period
Pension:	Employer contribution up to a maximum 5% salary to match employee contribution. An auto-enrolment scheme is in place
Holidays:	15 days holiday per annum, pro-rata, plus public holidays.
Location:	The normal place of work will be our office at 15 Western Road Lewes BN7 1RL. We are currently working to a hybrid model with most staff in the office 40-60% of their time.
Accountability:	Reports to the Finance Manager

JOB PURPOSE

Sussex Community Foundation is a registered charity that exists to make Sussex a fairer and more equal place. We do this by enabling local people to support local causes, making grants to small charities and voluntary groups working in communities across Sussex.

We are seeking a **Finance Assistant** to work closely with the Finance Manager to develop and maintain the Foundation's systems and processes to become more efficient and effective.

KEY RESPONSIBILITIES

Reporting to the Finance Manager

Finance Administration

- Manage accounts payable and accounts receivable, ensuring accurate and timely processing of transactions
- Track and reconcile bank statements, investigating and resolving discrepancies
- Process donations within Salesforce, send out donation receipts, and liaise with the Opportunity Owner to verify accuracy of management charges and gift aid treatment
- Manage gift aid reconciliation and process claims
- Imported and reconciled financial data from Salesforce into Xero, ensuring accuracy and consistency across systems
- Assist with the preparation and posting of journals

- Assist with maintaining accrual and prepayment schedules as part of month-end processes
- Support the monthly payroll process and process staff expenses
- Set up and process weekly payment runs
- Setting up standing orders and promptly bank cheques
- Manage the SOLDO business cards account and Pre-paid card transactions
- Provide administrative support during budget preparation, assisting with data gathering and analysis
- Assisted with annual audit processes, preparing documentation and responding to auditor queries
- Contribute to the development and improvement of process flow and financial and accounting procedures
- Maintain financial spreadsheets to support reporting and analysis
- Prepare quarterly fund statements and assist with ad hoc reports for donors, trustees or senior management

Note: The Foundation operates a dual finance system utilising both Xero and Salesforce to manage financial, donor and grants data and the post holder will need to become proficient in both systems, which is necessary to maintain alignment between Salesforce and finance records and will also need to support ongoing efforts to streamline associated processes.

Office Administration

- Operate and maintain office equipment and IT systems
- Administer the Foundation's communication systems, (phone, post, email etc.) ensuring a warm and professional welcome to all who approach the Foundation
- Assist with review and maintenance of file management system

PERSON SPECIFICATION

Please note: candidates who do not demonstrate the essential criteria below will not be shortlisted.

Essential Criteria

Experience

- Part-qualified AAT accountant, progressing towards full certification
- Solid understanding of double entry bookkeeping and accounting principles
- Previous experience or working knowledge of Xero accounting or similar accounting package essential
- High level of computer literacy, specifically Excel, and experience of SharePoint and MS Teams are desirable.

Personal Attributes and Skills

- Well-developed communication skills – written and verbal
- Willingness to learn new processes and able to work in a paperless environment

- Meticulous with high levels of accuracy essential
- Well organised multi-tasker, methodical, with good attention to detail
- Self-starter and problem solver. Able to work on own initiative and as part of a team
- Excellent interpersonal skills – able to build rapport within small team
- Diplomatic and discreet – manage confidentiality within HR/Finance

Values

- Commitment to the work of the Foundation and of the charity and voluntary sector
- Strong commitment to equal opportunities and celebrating diversity
- Commitment to providing a high-quality service to donors, charities, and community groups.

Desirable Criteria

Experience & Knowledge

- Experience using CRM systems (ideally Salesforce) for finance processing and reporting

Skills & Abilities

- Previous experience with customer relationship management databases and similar software desirable
- Competence in financial administration, including managing budgets and donor fund reporting

Benefits of working at Sussex Community Foundation

Below is a summary list of the benefits of working for Sussex Community Foundation:

- **35 Hour working week** for full-time staff.
- **25 days annual leave**, increasing by one day a year up to 30 days after you have been with us for five years. Paid bank and public holidays on top (pro-rata for part-time).
- **Flexible working** - We are strong believers in the benefits of hybrid working to balance the needs of the charity and our staff.
- **Flexible hours** - if you need to change your hours because of caring responsibilities, we will try to accommodate your needs.
- **No long-hours culture.** Sussex Community Foundation employees work hard within their contractual hours, but we discourage late working. Evening and weekend work is a key part of many of our jobs, but we want you to take the time back as soon as you can. We value the quality of your work – not the length of time you put in.

- **Wellbeing** - Staff wellbeing is important in our workplace culture, and we have a staff-led wellbeing group developing activities to enhance this. Employees have access to an Employee Assistance Programme.
- **Career-development and training** opportunities are encouraged.
- **Season-ticket loan scheme.**
- **Cycle to Work scheme.**
- **Childcare vouchers.**
- **Free eye tests and contribution to the cost of glasses.**
- **Company sick pay.**
- **Pension contribution.** We will match employee contributions up to 5%

At Sussex Community Foundation, brilliant people do meaningful work every day. Joining our team means playing a vital role in strengthening the community and voluntary sector across Sussex, helping to change local lives for the better. As a small organisation, our staff team is at the heart of everything we do. We value collaboration, encourage new ideas, and support each other to grow and develop. If this sounds like the kind of culture you'd like to be part of, we would love to hear from you.

Sussex Community Foundation Staff Structure

