

## JOB PROFILE: FINANCE ASSISTANT

Role:	FINANCE ASSISTANT	Date profile last reviewed:	September 2024
Name:		Reports to:	SENIOR FINANCE OFFICER

### MAIN SUMMARY OF ROLE:

The purpose of the job is to assist the Finance Team by carrying out a range of transaction processing duties.

### KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- Processing efficiently, income received from various sources, as well banking income received in the post. Liaising closely with the Fundraising department
- Posting invoices onto the purchase ledger accounting system
- Processing beneficiary welfare payments daily. Liaising closely with the Welfare department
- Work collaboratively with other members of the Finance team and other departments to maintain excellent professional standards. Assisting the Senior Finance Officer in her duties.
- Deal with enquiries generated from within the Charity and externally in relation to money received, money paid out or other relevant transactional activities.
- Make sure that post is opened and distributed in accordance with laid down procedures. Monitor IPT Income and Accounts Payable email inboxes and deal with queries.
- Make sure that all income received is banked promptly into the correct bank account.
- Notify the Welfare department of any income received as necessary.
- Process income onto CARE so that data held on the system is accurate and up to date. Uploading income from various data sources as required including bank accounts, Direct Debits, CAF, Standing Orders etc to ensure correct postings.
- Create and issue sales invoices and keep invoice log updated.
- Process beneficiary payments from CARE system and be able to deal with payment queries in a clear manner.
- Be able run the data capture programme on the Access system to ensure appropriate documentation stored. Be able to deal with any purchase ledger queries.
- Meet set processing deadlines linked to producing monthly management
- Maintain good working relationships with other departments and provide business support by dealing with queries and assisting with problem resolution.

### COMPETENCIES REQUIRED FOR THE ROLE

Essential	Desirable
<ul style="list-style-type: none"> <li>• Working with people</li> <li>• Follows instructions and procedures</li> <li>• Relating and networking</li> <li>• Presenting and communicating information</li> <li>• Delivering results and meeting customer expectations</li> <li>• Achieving personal work goals and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Planning and organising</li> <li>• Coping with pressure and setbacks</li> <li>• Deciding and initiating action</li> <li>• Adhering to principles and values</li> <li>• Learning and researching</li> </ul>

### QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

**Academic or Professional Qualifications (or equivalent):**

- Essential
- Educated to a very good GCSE or A level standard plus at least one year of relevant work experience.

- Desirable
- A vocational or professional qualification, or degree.

**Knowledge/ Experience:**

- Essential
- Good numeracy and IT skills
  - Experience of working with an accounting or CRM system
  - Confident user of Microsoft Excel & Word

- Desirable
- Working experience in the Charity sector
  - Experience in an accounts department
  - Familiarity with account coding systems

**Skills/Abilities:**

- Essential
- Good communication skills
  - Good eye for detail and accurate
  - Excellent interpersonal skills

- Desirable
- Able to resolve problems

**Other Requirements:**

- To carry out any other duties that is within the scope of the job as requested by the Senior Finance Officer.

**Signature**

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: