



Job Description – Finance Assistant (Part Time)

Reporting To: Finance Director

Location: Office based (in Epsom)

Responsible for:

Responsibility for analysis of income, production of gift aid schedules, all aspects of the purchase ledger, ownership of petty cash, and supporting with month end postings and procedures for both the Charity and the Trading company.

Hours of Work: 22.5 hours per week

Type of Contract: Permanent

About Look Good Feel Better

Look Good Feel Better (LGFB) is a national cancer support charity delivering services in hospitals, cancer care centres and luxury spas and hotels in local communities across the UK. Services include face to face and online group sessions; video tutorials; online guides and information. Our services help enable people to face cancer with confidence, to regain their sense of normality, to make friends and most of all to look good and feel better. Since our launch in 1994, we have provided support to over 200,000 people and this year is our 30th Anniversary.

Our Vision. To be recognised as one of the UK's leading cancer support charities and the only one dedicated to improving the physical appearance and overall wellbeing of people living with cancer.

Key Responsibilities:

Creditors invoices

- Opening and distributing post
- Set up / maintenance of all Sage creditors accounts
- Distribute purchase invoices to correct dept for coding / authorisation
- Check codes and depts (against budget codes)
- Scan invoices and authorisation to SharePoint
- Input invoices into Sage, uploading a copy of the invoice/authorisation
- File paper copies

Creditors/staff payments

- Download creditors reports from Sage
- Investigate any anomalies e.g. payments on account
- Match credit notes to invoices
- Input payments onto Barclays.net for supplier payments and staff expenses
- Distribute payment remittances to suppliers and staff

Debtors

- Set up / maintenance of all Sage creditors accounts
- Produce sales invoices/credit notes



- Post sales invoices in Sage and Sales Force
- Post sales receipts in Sage and Sales Force
- Match credit notes to invoices in Sage
- Update membership debtors schedule
- Send monthly debtors statements

Income

- Download bank statements from Barclays.net and forward relevant statements to Fundraising Administrator
- Maintain Income Sheet
- Download income platform reports for AF/ Stripe /Enthuse /JustGiving /SumUp /Donr/ Benevity
- Produce and update checking spreadsheets for income received and logged in Salesforce
- Bank Cash/Cheques received & log on income sheet

Month end / year end

- Produce HMRC Gift Aid Schedule (monthly) in correct format for submission
- Produce month end schedules – Postage / text messaging service
- Update the health plan contributions spreadsheet
- Update petty cash schedules / reconcile cash balance / post payments
- Assisting with year end audit queries

Key Skills:

- Professional accountancy qualification or be part qualified (Essential)
- Charity finance experience (Desirable)
- Competent at Excel
- Knowledge of an SME accounting and payroll package (Sage preferred)
- Knowledge/use of Fundraising CRM system (preferred)
- Excellent inter-personal and communication skills
- Able to prioritise own work and achieve monthly deadlines
- Work unsupervised, self-motivated

Personal Attributes:

- Excellent communication skills
- Ability to explain financial statements and concepts to non-financial staff
- Ability to prioritise workload effectively and show initiative where necessary
- Strong attention to detail
- Working to tight deadlines
- Ability work effectively on own but also as part of a remote team

Benefits:

- Competitive Salary
- 26 Days Annual Leave
- Pension Scheme – auto enrolment
- Healthcare Scheme – after successful completion of probationary period