

## Job Description

<b>Post</b>	Finance Assistant (permanent, 20 hours per week over 5 days)
<b>Job Ref</b>	O/8
<b>Location</b>	Edinburgh/flexible
<b>Department</b>	Finance
<b>Reporting to</b>	Management Accountant
<b>Responsible for</b>	This post has no direct reports

### Job Summary

The Finance Assistant is responsible to the Management Accountant, working as part of the Finance Team carrying out the day to day processing of all accounting data and operational control procedures enabling the Finance Department to provide a first class finance service to our stakeholders.

The post holder will be experienced at working within a financial setting in the charitable sector, and the use of finance and business systems, with the ability to handle and process financial information arising from multi source areas.

As a member of the Finance Team, the Finance Assistant will contribute towards the delivery of the business's strategic, operational, and departmental plans.

The role of the Finance Assistant is varied and encompasses many aspects within the Finance Department. The post holder will work flexibly with all areas of the business to provide professional support and service.

### Key Deliverables

#### 1. Main Duties and Responsibilities

- To carry out as part of a team all procedures relating to the processing of incomes and expenditures, assisting with the day to day activities of the finance function ensuring financial transactions are efficiently and accurately recorded to maintain the integrity of the financial data
- To apply control procedures as appropriate, contribute to the monitoring of effectiveness and development of IT and other processing arrangements, being alert to opportunities for improvement

- To assist with the processing of all expenditure and payments to the finance system, matching purchase orders, ensuring correct coding and authorisation procedures
- To liaise with and, provide financial guidance to, all staff in all relevant matters including coding issues, financial processing and allocation
- Processing of all income streams to Raisers Edge and finance system, ensuring reconciliation to bank statements and third party reports while maintaining the integrity of all business systems
- To ensure accurate recording and reporting for all Gift Aid declarations in line with legislation and business requirements
- Working as part of the Finance Team, to provide cover during periods of holiday absence etc
- To promote and sustain a constructive, supportive and friendly working relationship with all customers, internal and external, immediate and senior management and all other work colleagues
- Any other duties as appropriate to the post

All of the responsibilities and duties are to be carried out according to Myeloma UK's standards, policies and procedures and in conjunction with accounting regulations.

## **2. General**

Continuous improvement, developing skills, adhering to organisational quality standards, and team-work underpin all roles at Myeloma UK.

General responsibilities include:

- Adopt the Myeloma UK principles of quality management
- Be attentive to and implement organisation brand and style guidelines
- Participate in team meetings and work together with colleagues to maintain and improve knowledge and skills
- Act as a source of information and support to colleagues throughout the organisation
- Build productive working relationships with external advisers to maintain and enhance their commitment to Myeloma UK
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role

- This role may require some essential travel throughout the UK, therefore the post holder must be willing to travel. Regular travel to Edinburgh if based elsewhere will be required
- Undertake such work as may be appropriate to the post

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Myeloma UK at any time after discussion with the post holder.

## Person Specification

Area	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using an accounts system or database for processing of data</li> <li>• Relevant further education qualification or equivalent work experience</li> <li>• Knowledge of charity specific accounting requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a busy finance department in a similar organisation</li> <li>• An understanding and experience of month end processes including accruals and prepayments</li> <li>• Accounting qualification to AAT or equivalent</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills in a financial environment, including highly proficient in the use of excel</li> <li>• Ability to work as part of a team and to build relationships and to work in partnership with both internal and external stakeholders</li> <li>• Excellent numeracy skills with a high degree of accuracy and attention to detail</li> <li>• High level of written and verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good analytical and evaluation skills with the ability to interpret financial information for non-finance members of staff</li> <li>• Experience of Xledger cloud accounting software</li> <li>• Experience of Raiser's Edge CRM software</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills with the ability to develop relationships and communicate with staff at all levels</li> <li>• Strong organisational skills with the ability to plan and organise work, working to tight deadlines simultaneously managing a number of initiatives</li> <li>• Ability to work calmly under pressure maintaining a flexible 'can do' attitude</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Committed to the delivery of the aims and objectives of Myeloma UK</li> <li>• Committed to achievement of quality management and excellent service</li> </ul>	<ul style="list-style-type: none"> <li>• At certain times of the financial year there may be a requirement to work outwith the usual working hours</li> </ul>

	<ul style="list-style-type: none"><li>• Committed to providing an excellent support service to the organisation</li></ul>	
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## Terms and Conditions

<b>Post</b>	Finance Assistant (permanent, 20 hours per week over 5 days)
<b>Salary</b>	£25,610 - £28,577 pro rata
<b>Probation period</b>	Three months
<b>Hours of work</b>	<p>The standard full-time working week comprises 35 hours, Monday to Friday. Myeloma UK operates a flexitime scheme and details will be provided by the Head of HR and Operations.</p> <p>The post holder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.</p>
<b>Holidays</b>	Full-time holiday entitlement is 30 days per calendar year, plus 6 public holidays (pro-rata for part-time employees).
<b>Pension scheme</b>	Myeloma UK complies with its auto-enrolment obligations and, subject to matched employee contributions, offers a 7% pension contribution to all staff.
<b>Premises</b>	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG.