

## **JOB DESCRIPTION**

Job title:	Finance Assistant
Job purpose:	To provide book-keeping support for the efficient management of the charity's finances.
Contract:	Permanent
Hours:	Part-time: 21 hours per week (0.6fte)
Salary:	£25,000 per annum <i>pro rata</i>

## **BENEFITS:**

29 days' holiday entitlement, *pro rata*

Hybrid, flexible working arrangements

Office facilities in Wallisdown, Bournemouth with on-site parking

## **JOB DESCRIPTION**

The Finance Assistant position is a new role created to strengthen the in-house finance operations of the Talbot Village Trust. Reporting to the Finance Manager, the Finance Assistant will be an integral part of a small, committed team, collaborating with a diverse range of contractors and suppliers, charities and local impact organisations as part of the Trust's vision to support people to live well in south-east Dorset.

The charity's finance function is maintained between the Trust's external estate advisors, who oversee the management of the Trust's land and properties, and the internal finance team. The internal team is responsible for managing the monthly payment process, preparing management and year-end accounts, and conducting financial reporting and analysis as needed. The postholder will maintain precise financial records in accordance with the charity's financial procedures and processes, thereby enabling senior management and trustees to make well-informed decisions.

The selected candidate will need to complete a standard DBS check.

This part-time position is available for an immediate start.

## **Key Responsibilities:**

### *Finance*

- Process supplier and contractor invoices
- Reconcile supplier accounts and statements

- Address and resolve reconciliation discrepancies promptly, including tracking down missing invoices
- Handle supplier disputes and enquiries
- Establish new supplier/subcontractor accounts and update existing account details in the purchase ledger
- Oversee and process credit card transactions
- Organise monthly payment schedules, including grant donations to charity awardees
- Conduct monthly reconciliations

### *Financial Operations*

- Manage the accounts email inbox
- Identify opportunities to improve internal processes within the finance function
- Assist with the annual audit

### *General*

- Perform any other relevant ad-hoc tasks to support the finance team as needed.

## **PERSON SPECIFICATION**

### Essential

- Demonstrated experience in a finance-related position
- Exceptional attention to detail
- Strong IT information systems skills e.g. Excel, Word.
- Excellent written and oral communications skills.
- Natural team worker with high standards of integrity and professionalism
- Self organised, proactive & positive approach to work
- Numerate and used to dealing with financial-related queries
- Relationship building and relationship management skills

### Desirable:

- Qualifications: AAT Level 4 or working towards.
- Experience of working in charities or similar organisations
- Clean, valid driving licence and access to a car

## **ABOUT US**

Talbot Village Trust is a charity with a vision to help communities in south-east Dorset to live well. We support people and transform lives by providing grants to charities and local impact organisations delivering much needed services across Bournemouth, Poole, Christchurch, Purbeck, and east Dorset. We've distributed more than £10 million through 650 awards to worthy causes over the past decade.

We manage an urban heath and estate encompassing the historic Talbot Village and adjacent woodland, residential and commercial lettings, and host community events, conservation activities, and volunteering programmes throughout the year.

Read more about our work at: [www.talbotvillagetrust.org](http://www.talbotvillagetrust.org)

### **How to apply**

Please apply with a **covering letter** outlining why you are suitable for this role along with your **CV** including names of two referees (none of whom will be contacted without your consent and only if you are offered a position). Email your application to [caroline@talbotvillagetrust.org](mailto:caroline@talbotvillagetrust.org)

As a small team, we are not able to provide individual feedback at the initial stage of the application process. Only shortlisted candidates will be contacted.

This is a part time role, working 21 hours per week. We can offer the option to work from home on an agreed basis.

Deadline for applications is **23rd August 2024**. However, we will review CVs as received and reserve the right to hold interviews for shortlisted candidates on an ongoing basis.

Should you be interviewed for one of our vacancies (either virtual or face to face), you will always receive considered feedback from us once a decision has been reached.

We warmly welcome applicants from all parts of our diverse community, particularly those from under-represented groups.

Thank you for showing an interest in the opportunity.