

## **ASSIST Sheffield**

<b>Job Title:</b>	Finance and Admin Officer
<b>Responsible to:</b>	Resource Manager
<b>Hours:</b>	14 hours
<b>Salary</b>	£18,500 pa (salary stated is for full time equivalent, this rate would be pro-rata'd for 14hours/35 )
<b>Line Managed by</b>	Resource Manager
<b>Responsible for</b>	Finance team volunteers
<b>Location</b>	ASSIST Sheffield, Victoria Hall Methodist Church, Norfolk St, Sheffield

### **Job Purpose**

The role will be primarily focused on bookkeeping and other general finance tasks assisting the treasurer as well as contributing to the process of preparing annual accounts for audit at year end. A self-starter with enthusiasm and initiative, you will be educated to, or studying towards, a bookkeeping or accountancy qualification. With significant relevant experience we may consider someone who is prepared to study towards an appropriate qualification.

## **DUTIES AND RESPONSIBILITIES**

### **Main responsibilities**

- Maintaining the charity's accounting records using XERO Accounting System.
- Responsible for maintaining, monitoring and developing ASSIST XERO Accounting system, ensuring that transactions are correctly recorded and a full audit trail is maintained.
- that the XERO accounting package is operated accurately and efficiently, and that our procedures for its use are kept up to date.
- Ensuring all payments and expenses are correctly procured, authorised, processed and paid, including monthly salary payments, PAYE & NI and pension payments.
- Acting as primary point of contact with suppliers and clients. Responsible for resolving all queries with project managers/coordinators about invoices and contacting suppliers with queries where necessary
- Ensuring that accurate BACS details and email addresses are held for suppliers and clients.
- Banking all cheques and cash received on a regular basis.
- Monthly reconciliation of all bank accounts.
- Processing all income received, invoicing Funders and training participants.
- Maintaining the fixed asset register.
- Maintenance of petty cash spreadsheet and process staff/volunteers' expenses.
- Dealing with donations and filing Gift-Aid claims.
- Make regular deposits of cash and cheques at the bank.
- Carry out monthly bank reconciliation, including identifying and following up any late payments or deposits.
- Assist in the preparation of budgets and financial statements for the financial years.
- Preparation of Management Accounts and other reports as required by the Trustees

- Provision of financial information for monitoring returns.
- Support and coordinate finance team volunteers
- With support from the Volunteering Coordinator, recruit and train finance team volunteers
- Undertake any other ad-hoc administrative and financial assistance duties as reasonably required, appropriate to the post.

## **PERSON SPECIFICATION**

- Have previous experience of working in the charity sector - desirable
- At least one year's experience using an accounting package - essential
- Experience of using XERO Accounting system - desirable
- Ability to learn new software and systems - essential
- Strong financial and administrative capabilities - essential
- Excellent planning and organisational skills with an ability to work to deadlines - essential
- Excellent numeracy skills and attention to detail - essential
- Have a good level of IT literacy and experience of using and learning a range of softwares and applications - essential
- Experience of working with google docs and email - desirable
- Excellent written and spoken communication skills particularly attuned to working well with non-finance professionals and volunteers - essential
- Ability to work collaboratively and in a team with other staff members and volunteers - essential
- Experience and understanding of charity accounting procedures and financial regulations - essential
- Experience with general finance management -essential
- Ability to work in accordance with all policies and procedures of ASSIST Sheffield - essential
- Empathy with the charitable sector in general, and with the needs of asylum seekers and the aims of ASSIST in particular - essential.
- Experience of working with and supporting volunteers - desirable
- Understanding of and willingness to work with diversity and cultural difference - essential
- Demonstrable commitment to own continuing professional development of relevant knowledge and skills - essential