HOSPICE AT HOME
WEST CUMBRIA
Enhancing life, excelling in care

Registered Charity No. 1086837

Job Description

Job Title:	Finance Assistant
Tenure:	Permanent
Base:	Workington Head Office
Responsible to:	Finance Manager
Responsible for:	N/A
Salary:	£10,126 per annum pro-rata (£25,314 FTE)
Hours:	15 per week

JOB SUMMARY:

The role of the Finance Team is to provide a comprehensive and supportive finance and administrative service, both internally and externally, to ensure that the financial management of the Charity and Trading Company meets all statutory requirements.

Reporting to the Finance Manager, the Finance Assistant is responsible for the day-to-day processing of all purchase orders and invoices for the charity and shops. The postholder ensures that all transactions are managed and recorded in a timely and accurate manner.

DUTIES AND RESPONSIBILITIES OF THE POST:

Key responsibilities of the job:

- Manages all tasks related to the purchase order system. Processes all purchase orders for the charity and shops and ensures all have the required level of authorisation and suppliers are paid within agreed terms.

- Deals with all enquiries regarding purchase invoices and ensures these are dealt with in a timely manner.

- Ensures that invoices are authorised and accurately recorded in the accounting system, and any supporting documentation is filed electronically as required.

- Creates BAC's payments runs as required.

- Responsible for the accurate recording of expenditure made via the credit card and ensuring supporting documentation is filed electronically as required.

- Contributes to the internal procedures for collecting, recording, and banking income received.

- Manages the Finance mailbox in Outlook, ensuring any correspondence is forwarded to the appropriate person, and dealing with any queries in a timely manner.

- Maintains, updates, and retrieves the financial information and data on spreadsheets and the financial system, ensuring that internal policies and procedures are followed. Prepares internal reports as required.

- Performs accounting computations and calculations accurately, identifying discrepancies, and resolving any errors.

- Handles high volumes of confidential financial data and information, storing and retrieving it following the internal data management policy.

- Supports regular audits and reviews of accounting procedures and systems.

- Supports the development of the accounting software to make efficiencies and improvements with the system and processes.

- Supports the Finance Officer and Finance Manager with financial reports, analysis and any other tasks as required.

Personal Development:

- To be committed to personal and professional development and complete mandatory and statutory training as required.
- To set challenging goals through the appraisal process to ensure the effective delivery of personal objectives.
- To keep updated with current policies and procedures, as well as external trends and developments.

General

- To ensure that personal conduct, ways of working and work activities are always aligned to the Hospice's purpose and values.
- In accordance with the Data Protection Act 2018 and the General Data Protection Regulations, to ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.

- To promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.
- To adhere to the Health and Safety policy and report all accidents, incidents or near misses promptly and when requested to co-operate with any investigations undertaken.
- To be aware of obligations and to abide by the spirit and nature of the Equal Opportunities policy to avoid direct and indirect discrimination.
- To undertake any other duties which may be reasonably required.

Person Specification

Finance Assistant

	Qualities Required	Essential (E) Desirable (D)	Method of Assessment
Practical Knowledge and Qualifications	Accounting qualification such as AAT level 2 **or** similar **or** relevant experience	E	A
	Knowledge of invoice processing	E	A
	Knowledge of financial processes	E	A/I
	Knowledge of accounting systems	E	A
	Knowledge of VAT rules and regulations	D	A/I
Skills and Competencies	Excellent communication skills, with the ability to communicate effectively with a variety of audiences. Ability to devise communications that contain accurate grammar and spelling	E	A/I
	Ability to perform mathematical calculations	E	A
	Ability to work in a pressured environment and work to deadlines.	E	A
	Advanced IT skills and working knowledge of all Office applications, in particular Excel	E	A/I
	Excellent organisational skills and attention to detail	E	A/I
	Ability to work on own initiative and without supervision	E	A
	Be flexible during times of change to support new ways of working	E	A/I
	Sets high standards of performance	E	A/I
	Ability to handle sensitive information and maintain confidentiality	E	A/I
Experience	Experience of using accounts software	E	A
	Experience of working in a team	E	A/I
	Experience of working in a busy environment	E	A/I
	Experience of financial processes and procedures	E	A/I

A = Application Form

I = Interview