



## **Job Description**

<b>Job Title:</b>	<b>Finance Assistant</b>
Hours:	Part-time; 15-20 hours per week
Reports To:	Management Accountant
Direct Reports:	None
Key Relationships:	Finance & Administration team, operational staff team
Responsibilities:	Efficient financial administration for the Trust and its subsidiary Company and support for the Head of Finance & Administration and Assistant Accountant

### **Main Purpose**

You will support the efficient functioning of Earth Trust through effective financial administration. Working to the Management Accountant in our newly reshaped Finance team you will have responsibility for the bookkeeping and administration across the Trust and its subsidiary trading company.

### **Main Aims**

- To support the Head of Finance & Administration (HFA) and the Management Accountant in the management of the Trust's and its subsidiaries' accounting systems;
- Working with a high degree of accuracy on the input and reconciliations of all the accounting functions of the Trust and its trading subsidiary company;

### **Key Activities**

- Maintain the Sales and Purchase ledgers for the Earth Trust and its subsidiary company using the Sage Computer system, with careful accounting of transactions to specific budget heads, and liaison and clarification with budget-holding line managers;
- Raise invoices and ensure their payment;
- Manage the efficient payment of supplier invoices received and expense claims;
- Process the Trust credit card transactions and reconciling to the monthly statement;
- Manage the Cash Book including petty cash and Bank reconciliation;
- Bank cheques and cash;
- Prepare periodic petty cash reconciliations of cash and accounting balance;
- Prepare periodic bank account reconciliations of NatWest statement and accounting balance;
- Support the Management Accountant with submitting accurate and timely gift aid claims
- As part of the Finance and Administration team supply information to the auditors;
- Liaison with the IT service provider to ensure all systems are operational;
- Working according to all departmental policies and procedures;

- As a member of the Trust's Finance and Administration team, assisting in staffing the general office as required and subject to your availability.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	Experience of all aspects of financial administration and book-keeping.  Experience of using Sage	Understanding of charity accounting including SORP, Gift Aid, trading arms for charities etc.
<b>Knowledge &amp; qualifications</b>	Working in charity finances for small to medium sizes charities or able to show transferable skills	Understanding of the concept of restricted funds and charity accounting.
<b>Skills &amp; attributes</b>	Experience of accounting and processing within SAGE including banking arrangements, processing supplier and sales invoices and expense claims, nominal control account reconciliation, adhering to proper controls and processes.  Excellent computer skills, particularly Excel.  Flexible and solution orientated.  Ability to work on own initiative and prioritise work to meet deadlines.  Commitment to and understanding of team work and collaborative working.  High attention to detail and accuracy.  Approachable and supportive, able to work with staff and volunteers  Flexibility and availability to support activities and festivals that occur outside normal office hours;	Experience of administration for VAT, PAYE and NI  Understanding of VAT coding system with Sage 50.