

JOB DESCRIPTION		
POST TITLE: Finance Assistant	LOCATION: Head Office, Caritas House, Collyhurst Manchester, M4 4FA	
HOURS OF DUTY: 37 hours per week	GRADE: SCP5-7 Qualification Bar SCP6	SALARY: £19,312 - £20,092 per annum
RESPONSIBLE TO: Finance Manager	MAIN CONTACTS: <u>Internal</u> <ul style="list-style-type: none"> ◆ Finance Team ◆ Fundraising & Communications Manager ◆ Caritas Diocese of Salford staff 	
RESPONSIBLE FOR:		
SPECIAL CONDITIONS OF SERVICE: <ul style="list-style-type: none"> ◆ Able to work flexibly at busy periods ◆ Must hold a full UK Driving Licence and have the use of a car insured for business use 		
MAIN PURPOSE OF THE POST: To complete finance tasks as detailed in the job description and as allocated by the Finance Manager.		



JOB DESCRIPTION

FINANCE ASSISTANT

CARITAS DIOCESE OF SALFORD PRINCIPLES AND VALUES

The post-holder will be required to work within and represent the principles, ethos and values of Caritas Diocese of Salford in all aspects of their work.

POLICIES AND PROCEDURES

The post-holder will work in line with the Policies & Procedures of Caritas Diocese of Salford. They will also be required to ensure that service users/clients, staff and volunteers are treated in accordance with the Equal Opportunities policy of Caritas Diocese of Salford with particular emphasis on anti-discriminatory practice and the promotion of the rights of children, young people and vulnerable adults.

SAFEGUARDING

Everyone at Caritas has a safeguarding responsibility. As part of the role the post-holder will undertake mandatory safeguarding and Prevent training as part of their induction. The post-holder will be required to ensure that children, young people and vulnerable adults are safeguarded. The role includes a duty to refer any safeguarding concerns they may have to their line manager.

MAIN TASKS AND RESPONSIBILITIES

Banking

1. Update the Sage cash book from bank statements (online) on a weekly basis and credit cards on a monthly basis.
2. Photocopy the cheques and correspondence for all income received and file.
3. Complete paying in books and collate cash and cheques for banking.
4. Bank all cash and cheques at least on a weekly basis (or more frequently depending on values).
5. Log and balance cheques and cash received, and total and reconcile against bank statements.
6. Produce receipts for donations on request and record details.

7. Liaise with the Income Development & Relationships Manager with regard to amounts received and produce summaries for fundraising events.
8. On a monthly basis produce a bank reconciliation file to include a summary of cash balances on Sage, month end bank statements and bank reconciliations of any differences.
9. Summarise charity shop income from Cybertill reports, produce weekly income reports with a graph and send weekly results to the Finance Manager and charity shop.

Petty Cash

10. Analyse the cash spent during the month from unit Spreadsheets and code and post costs onto Sage.
11. Match cash movements to receipts, submit by the unit and reconcile to bank withdrawals.
12. Count and reconcile Head Office petty cash on a weekly basis.

Direct Debits

13. Obtain gas and electric meter readings for all sites according to the direct debit database and input readings on supplier online accounts when not smart metered.
14. Obtain direct debit statements from suppliers (online or post) and gain the authorisation from the appropriate managers, stamp with invoice numbers and file. Work to be completed weekly or more often if necessary.
15. Code direct debit costs and post onto the Sage accounts system.
16. Allocate payments from the bank statements to the purchase ledger.

Account Analysis

17. Code and analyse telephone bills and post onto Sage.
18. Maintain and update standing order and direct debit lists which include supplier details, payment amount and payment date details of service contracts.
19. Produce summaries of information relating to fundraising events.
20. Analyse, reconcile and regularly summarise information as required.
21. Analyse weekly donations from various payment processing and provide weekly income report.

Gift Aid

22. Copy, file and log received gift aid forms on Donorfy system and original form sent to the bank.

23. Produce gift aid reports in order for gift aid to be claimed.

Payroll

24. Enter payroll and deductions bank transactions and reconcile totals to the Sage payroll reports on a monthly basis.

Fundraising

25. Count coins received in 'St Joseph's Penny Appeal' and arrange payment into the bank on a timely basis. Communicate donations, legacies and appeals data to the Fundraising Department so that donor's details can be retained and donors thanked. Post income to the Sage system on a weekly basis.

General Finance Admin Duties

26. Sort post, direct debit invoices, purchase invoices, bank statements, cheques/cash, general correspondence and distribute.

27. Assist within the Finance team generally with related tasks as required.

28. Carry out any other duty, commensurate with the level of the post, as may be determined by the Finance Manager or the Director.

Promotion and Fundraising:

As a charity Caritas Diocese of Salford relies on a certain amount of fundraising. All members of staff are expected to contribute to fundraising activities and to be committed to promoting Caritas Diocese of Salford at every opportunity.

Health and Safety General Responsibilities:

All employees have a responsibility for their own health and safety and that of others while undertaking their duties. Employees have a general duty to assist Caritas Diocese of Salford in implementing its general statement within the Health and Safety Policy.

All employees must report workplace hazards to their line manager and to report injury and illness arising from workplace activities as outlined in Caritas Diocese of Salford guidance.

**PERSON SPECIFICATION FOR THE POST OF
FINANCE ASSISTANT**

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<ul style="list-style-type: none"> ◆ Minimum of five A*-C GCSE passes, including Maths and English, or BTEC equivalent 	<ul style="list-style-type: none"> ◆ Relevant trainee course / qualification ◆ ECDL or equivalent 	Application form, interview and documentation
Skills	<ul style="list-style-type: none"> ◆ Commitment to learning ◆ Ability to work accurately and to demonstrate attention to detail ◆ Organisational skills for planning and time management ◆ Good communication skills 	<ul style="list-style-type: none"> ◆ Good use of Initiative 	Application form and interview
Knowledge	<ul style="list-style-type: none"> ◆ Numeracy and literacy 	<ul style="list-style-type: none"> ◆ Financial accounting procedures 	Application form and interview
Experience	<ul style="list-style-type: none"> ◆ Computer literacy ◆ Team-working 	<ul style="list-style-type: none"> ◆ Working within a Finance Office environment 	Application form and interview
Special Conditions	<ul style="list-style-type: none"> ◆ Must be able to work within and promote the ethos and values of Caritas ◆ Able to work flexibly ◆ Able to contribute to promotion and fundraising on behalf of Caritas ◆ Commitment to undertake any training which is complimentary to the activities of the role 		Application form and interview

Note for Applicants: Please try to show on your Application Form how you meet these requirements as this will be used for shortlisting purposes.