



JOB DESCRIPTION

Job Title: Finance Lead Assistant

Responsible to: Finance Manager

Principal contacts:

Internal

- Finance Team and volunteers
- Fundraising Team and volunteers
- Retail Team
- All staff and volunteers

External

- Donors and supporters
- Supplier's accounts staff
- Sales ledger contacts
- Contract courier
- Banking staff
- Auditors

Based: St Barnabas House, Titnore Lane, Worthing

Job purpose:

To process all income and expenditure in accordance with internal processes of the Finance Department.

Principal duties and responsibilities –

- Process and bank all income.
- Reconcile bank accounts.
- Process Purchase ledger invoices, queries, and supplier payments, through Sicon and become the Finance Super User.
- Process Sales ledger invoices.
- Provide day to day financial support to all areas of the organisation.
- Keep Gift Aid records up to date and produce information as required.
- Ensure regular gift aid claims from Donorflex & Nisyst are made.
- Account for VAT accurately.
- Support the Finance Assistant with Petty cash & Credit Card statements & reports at month end.

Person Specification

Essential

- Good standard of general education to GCSE level or equivalent.
- Experience of working in a busy financial administration office.
- Experience of cash handling.
- Experience in using an accounting software system.
- Numerate and proficient in use of Microsoft Office, Excel, Word and Outlook.

Skills

- Able to work as part of a small team and using initiative.
- Able to demonstrate good keyboard skills whilst maintaining accuracy and good attention to detail
- Good organisational skills and able to effectively manage tasks simultaneously
- Able to deliver on deadlines and sudden pressures
- Methodical and analytical approach to work
- Ability to be aware of sensitive information
- Good written and verbal communication skills with the ability to confidently communicate with a wide range of people

Physical Demands:

- Minimum physical effort & manual handling.
- On occasions large quantities of cash have to be lifted in and out of the safe.
- PC work, repetitive wrist and hand movements and looking at the screen.

Personal grief must be resolved sufficiently to perform and cope in the palliative care setting.

Other duties

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

Volunteer Assistance

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

Confidentiality

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

Data protection

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

Health and safety

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory

regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

Job description

This Job Description is not intended to be restrictive and should be taken as the current representation of the broad nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.