



JOB DESCRIPTION

JOB TITLE FINANCE & RESOURCES ASSISTANT

REPORTS TO: Finance & Resources Manager

PURPOSE To ensure that the routine finance and resources processes within Alive! operate smoothly and efficiently.

KEY OBJECTIVES

- Ensure that financial data is recorded, reconciled and up to date.
 - Ensure the routine HR processes operate smoothly and efficiently.
 - Ensure that appropriate office resources are available and well maintained.
-

DETAILED OBJECTIVES

1. Ensure that financial data is recorded, reconciled and up to date (90%)

- 1.1 Responsible for the sales ledger operation. Operate the sales invoice process, liaising with staff to ensure all invoices are raised in a timely manner; and the recording of sales ledger receipts.
- 1.2 Carry out effective credit control.
- 1.3 Responsible for the purchase ledger operation. Operate control over and processing of supplier invoices, checking authorisation, coding and evidence of receipt of goods and services; prepare online banking payments (in line with invoice payment timetable). Reconcile supplier statements and deal with supplier queries.
- 1.4 Record nominal ledger receipts and payments, checking authorisation and coding, including staff expense claims, direct debits, PayPal and debit card payments.
- 1.5 Carry out bank reconciliations for each account at least monthly.
- 1.6 Manage the petty cash system, carrying out counts at least monthly.
- 1.7 Maintain the finance files and records.
- 1.8 Deal with external and internal enquiries concerning the areas of responsibility as listed here, including liaison with banks.
- 1.9 Carry out month end procedures, and support the Finance & Resources Manager with management account preparation and analysis.
- 1.10 Support the Finance & Resources Manager with the preparation of budgets, reforecasts and the reporting of variance analysis.

- 1.11 Assist the Finance & Resources Manager in the regular updating of detailed procedure notes relating to financial processes.

2. Ensure the routine HR processes operate smoothly and efficiently (5%)

- 2.1 Prepare the monthly payroll details for approval of the Finance & Resources Manager prior to submission to the outsourced payroll provider. Liaise with the payroll provider to ensure that payslips are made available to staff, statutory deductions are accounted for to HMRC and that auto-enrolment pension scheme is properly operated.
- 2.2 Manage the collection of starters' data, and the production of documentation for starters and leavers, etc; copying to the payroll provider as necessary.
- 2.3 Keep the organisational organogram updated.
- 2.4 Maintain personnel files and records.

3. Ensure that appropriate office resources are available and well maintained (5%)

- 3.1 Responsible for management of office supplies and related procurement, postage, office refreshments and office equipment.
- 3.2 Ensure that adequate and appropriate office supplies are available in stock and, where appropriate, recorded.
- 3.3 Maintain an asset register, carrying out annual checks.

4. Other

- 4.1 Carry out such other tasks and responsibilities as directed by the Finance & Resources Manager.

PERSON SPECIFICATION: FINANCE & RESOURCES ASSISTANT

E = Essential D = Desirable

Knowledge & experience:	• At least one year working in an accounts environment	E
	• Experience of QuickBooks or similar accounting software	E
	• Sales ledger, purchase ledger and bank reconciliations	E
	• Credit control	E
	• Payroll	D
	• Excellent computer skills, including Office, email and web browser	E
	• Administrative systems	E
Abilities:	• Effective time management	E
	• Able to work with minimal supervision and adaptable to new procedures	E
	• Effective interpersonal communication skills	E
Qualifications:	• Maths GCSE – C or above	E
	• English GCSE – C or above	E
Personal qualities:	• Commitment to Alive!'s aims	E
	• Self-motivated and adaptable	E
	• Conscientious and attention to detail	E

Terms and Conditions of Employment

Salary: £20,000 per annum pro rata, plus contributory pension. Salaries are paid monthly in arrears and reviewed annually.

Conditions of employment: This post is part-time, 15 hours per week, and permanent. We work a 7.5-hour day, but the hours may be worked over three days. The annual holiday allowance is 25 days plus Bank Holidays, pro rata.

Location: Alive! is based at the Create Centre, Smeaton Road, Bristol BS1 6XN.

Training: You will be encouraged to attend Alive! sessions on a regular basis in order to understand and communicate what we do more effectively.

Please note: *This job description is for guidance. Employees are expected to be flexible and co-operative and to undertake additional duties as required.*