

Job Title:	Finance Assistant
Reports to:	Chief Executive
Direct reports:	No line management responsibility
Location:	Daphne Jackson Trust Offices, School of Maths and Physics, University of Surrey, Guildford
Hours:	0.4FTE to 0.6FTE – to be worked flexibly
Remuneration:	£11,697.60 - £17,546.40 (<i>pro rata</i> of £30,414) + pension + 25 days leave plus bank holidays and university closure days (<i>pro rata</i>)

The role of the Finance Assistant

The Finance Assistant is a part time role in a small but growing charity that offers fellowships for people returning to research after a career break of at least two years taken for a family, health or caring reason. Due to the expansion of the Daphne Jackson Trust activities, the charity's infrastructure has needed to respond quickly to meet the increased demands.

We are looking for a proactive, enthusiastic, detail-oriented Finance Assistant to join our small and dynamic team to work alongside the Finance Officer and Trust Manager, together with providing general administrative support to the wider team as required to help ensure the smooth day-to-day running of the charity.

Under the supervision of the Finance Officer, this role will work as part of the team to ensure the accurate and timely processing of financial transactions, month end reconciliations, preparations for payroll and provide support in the production of management and statutory accounts and to ensure the charity's compliance with financial regulations. You'll be comfortable managing competing priorities and work collaboratively with colleagues across the organisation.

The role is ideal for someone with strong administrative skills who enjoys working in a collaborative, values driven environment. It is desirable for the applicant to have Sage 50 Accounts experience but this is not essential.

The Finance Assistant will have particular responsibility for:

Day to day financial accounting

- Process incoming invoices and expenses
- Raising invoices, maintaining credit control processes and following up supplier invoices
- Monitor and process bank transactions for all bank accounts
- Maintain accurate financial records on our accounting software Sage 50 Accounts
- Reconcile bank accounts, credit cards and control accounts on a regular basis
- Ensure all restricted funds income and expenditure is coded correctly
- Assist with month end and year end finance processes
- Support the preparation of monthly management accounts year end accounts and financial reports

- Assist with budget development, monitoring, and reporting where required
- Support the annual audit process where required
- Assist with running monthly payroll, set up payments to staff and HMRC
- Assist with running payroll year-end and file relevant returns to HMRC
- Assist with payment and administration of staff, Trustee and Fellows' expenses.

General

- Enhance awareness of the charity's purpose through building strong and effective relationships with external stakeholders
- Attend team and, where relevant, committee meetings, provide information and act upon requests
- Be prepared to travel on occasion to other sites and meetings as required
- Monitor the finance emails on a daily basis responding promptly and professionally to queries and escalating matters to the Finance Officer or Trust Manager when required
- Respond to finance related queries from staff, suppliers, funders and stakeholders
- Ensure compliance with charity finance procedures policies and relevant regulations and promote these within the charity
- Undertake other finance and administrative duties as required
- Undertake any required training and development
- Liaise with contacts at host organisations with regards to ensuring that fellows are paid correctly and try to resolve any discrepancies.

Additional Duties

It is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, expected to undertake work which may not be specifically covered in the job description. These additional duties will normally be compatible with the regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the staff member's job, it will be included in the job description in consultation with the member of staff.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.