

Job Description

Job Title: Finance Assistant

Location: Tim Pryor Centre, 34 Wilkinson Street, Sheffield

Accountable to: The Board of Trustees

Reporting to: Centre Manager

Key Responsibilities

The principle areas of responsibilities include:

1. Maintain up to date and accurate accounting records on Quickbooks including regular reconciliation activity.
2. Record grants, donations and all other income on Quickbooks and maintain up to date donor records on the financial management system (Donorflex).
3. Ensure payroll is accurate and information is communicated to our outsourced payroll provider. Ensure payslips/reports received from provider are correct and recorded on the financial management systems.
4. Submit monthly contribution to pension provider and ensure annual returns are completed.
5. Contribute to the control of day-to-day cash flow.
6. Process payments to suppliers and other creditors (ensure accurate information is recorded on Quickbooks and that payments are submitted to the online bank system)
7. Review debtors, and follow these up where necessary.
8. Provide the Management Accountant with relevant information to produce management accounts, budgets, forecasts and investigating budget variances, where required.
9. Liaise with budget holders, where necessary, to handle queries and enable proactive cost management in their areas of the organisation.
10. Assist with ensuring internal controls are adhered to, in relation to purchases and authorisation of expenditure.

11. Assist the Company Secretary with submitting annual returns to Companies House and the Charities Commission.

Required Skills & Experience

- Experience in a similar finance role
- Accounting/book-keeping experience
- Understanding of accounting concepts
- Ability to interpret financial information
- Intermediate Excel user
- Experience of using financial management software (ie.QuickBooks/Sage)
- Experience of payroll
- Experience working as part of a team

Desirable:

- Understanding of/experience with management accounts
- Experience of using Quickbooks
- AAT qualified
- Experience of using a CRM system
- Experience of working for a charity

The post holder may also be required to carry out other duties reasonably expected by Cavendish Cancer Care.

This job description may be amended from time to time to reflect organisational and role developments and needs

CONTRACT TERMS

Contract Status: Permanent, part time

Working Hours: 22.5 hours per week – flexible working pattern

Working Location: Based in our Therapy Centre, ability to work from home if required.

Rate of Pay: £20,000 - £22,000 pro rata

Pension: Cavendish Cancer Care Group Personal Pension Plan, Employer Contribution 3%, Employee Contribution 5%

Annual Leave: 25 days + Bank Holidays pro rata.

