



Network Church Sheffield

Finance Assistant Job Outline and responsibilities

Summary

The Finance Assistant is primarily responsible for supporting the external accountant in recording and retrieving financial details of the charitable company including maintaining financial records, processing payments, cash handling and salaries.

Role of the Finance department

Provide a complete finance service to the whole of the company, addressing all issues of a finance nature and providing all relevant information to meet external demands. These services may include, but are not limited to, any of the following: budget setting, reporting and control, income management, financial reporting to external bodies, annual accounts preparation, debt management.

Key Duties and Responsibilities

- Work closely with the external accountant and operations manager to ensure smooth operation of all finance matters
- Support the external accountant by inputting into sales and purchase ledgers from source documents
- Matching invoices to statements and purchase orders to invoices
- Input accounting data into the accounting system with speed and accuracy
- Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required
- Plan, organise and manage own workload to ensure your contribution to the charity's monthly financial reporting process is achieved in a timely and accurate manner
- Ensure swift payment of invoices
- Resolution of finance related queries
- Assist with end of year preparation and procedures
- Provide financial support to team members
- Review employee expenses and make reimbursements
- Make bank deposits and keep up records
- Track expenses as they relate to specific projects and jobs
- Check all financial transactions for accuracy
- Key data into company accounting system
- Disburse funds as needed
- Any other duties that may be deemed appropriate to this role

Person specification

- Experience with bookkeeping practices,
- Knowledge of accounting terminology,
- Experience with accounting systems, knowledge of *Sage* preferable but not essential

- Attention to detail,
- Experience of working within a finance department
- Basic understanding of accounting processes and procedures
- Awareness of the provisions of the Data Protection Act and be able to apply these within the organisation
- Good level of competence in Excel, Word and Outlook and computerised accounting software
- Good keyboard skills
- Good communication and listening skills
- Good organisational skills used in planning own work
- Calm and professional disposition
- Ability to work under pressure and meet targets and deadlines
- Able to respond effectively to changing priorities
- Able to work effectively with minimal management guidance/supervision
- Good analytical ability
- Good problem-solving ability
- Supportive of the charities values and Christian Ethos

Employment Details

Responsible to:	Head of Operations
Contract:	Permanent
Usual place of work:	St Thomas Philadelphia
Hours:	Part Time - 3 days (21 hours) We will consider flexible working arrangements such as the 3 days spread over 4 or 5 days. We will also consider reduced hours in school holidays.
Holiday:	5 Weeks holiday pro rata
Pay:	Grade 10. £19164 per annum pro rata (£11,498)
Pension:	automatic enrolment into the church pension scheme with an employer contribution of 7% of salary and an employee contribution of 2% (includes life cover of x4 of salary).

Application Form

All applicants will need to fill out the application form and provide 2 references – one from your current employer and a personal reference.

Closing date for applications is 1pm on Friday 20th April 2018.

Applications to be posted to Andrew Buckley, St Thomas Philadelphia, 6 Gilpin Street. Sheffield. S6 3BL

Interviews

Candidates whose applications fit the brief and are shortlisted will be invited to interview on the morning of Tuesday 24th April 2016.