

Job Description



JOB TITLE:

Assistant Finance Manager
Qualified or part-qualified accountant requirement.

SALARY:

Part Time Hours: 16 out of 37.5 hours per week (Flexible over 3 or 4 days)
Starting Salary: £25,000 per annum pro rata

LOCATION:

Phoenix Street, Derby.
Across Direct Help & Advice's offices and project locations

ACCOUNTABLE TO:

Head of Finance

GENERAL INFORMATION:

Direct Help & Advice provides direct help via specialist advice, advocacy and representation for families and individuals facing crisis, to prevent and alleviate homelessness, debt and housing difficulty.

We offer accessible accredited and unaccredited training and skills development to a wide range of people to help reduce unemployment, and promote social and financial inclusion.

Direct Help & Advice are also the lead organisation in the running of Community Managed Libraries (CML's) across Derby City. Whilst ensuring the Minimum Standard Resources are maintained at each of these libraries, DHA and its partners strive to identify and offer an increased variety of accessible services that meet the needs of diverse demographics within each community.

JOB PURPOSE:

Work in conjunction with the Head of Finance to provide a full and effective professional financial and management accounting service in support of our Business Objectives.

Due to the sensitive nature of the role, to ensure professionalism at all times and have the utmost discretion, tact and diplomacy when dealing with highly sensitive matters.

DUTIES AND RESPONSIBILITIES OF THE POST:

1. To ensure the accurate and timely data entry and processing of financial information within the SAGE financial reporting software and in line with financial requirements, ensuring costs are coded correctly at source.
2. Deputise for the Head of Finance in meetings internally and externally.
3. To assist in the preparation of monthly management accounts in a timely, accurate manner together with written reports explaining variances so that managers fully understand and are able to control the income and costs within their areas.

4. Ensuring all relevant information is input on the ledgers, cashbook, petty cash system and computerised accounts system to agreed procedures.
5. Assist the Head of Finance for processing the day to day accounts, including checking and processing invoices, preparing invoices, writing cheques, checking and processing monies received, completing paying in books and taking monies to the bank as necessary etc.
6. Provide finance assistance for DHA and support the Finance Manager with the preparation of reports, statistics and information for the CEO, Managers, Trustees and Funders as appropriate.
7. At all times act professionally and with discretion, tact and diplomacy, promoting effective/relevant communication across the organisation.
8. Maintain financial and investment records on Sage 50 Accounts, and Excel spreadsheets where necessary, as per the charity's finance operating methods.
9. Assist the Head of Finance in administration of supplier invoices and payments, resolve queries with suppliers, seek authorisation from budget holders, initiate BACS payments in line with credit terms and setting up payment runs for approval
10. Invoices are clearly and accurately filed in a timely manner
11. Assist the Head of Finance to administer the monthly payroll process in conjunction with HR, providing payroll information to the outsourced provider; ensure that employee pay, and benefits are accurate and that the necessary deductions are made
12. Process Grant payments to clients / beneficiaries on a weekly and quarterly basis, ensuring payment deadlines are met
13. Assist the Head of Finance to prepare bank reconciliations and month-end internal control reports.
14. Prepare cash flow statements to ensure enough funds are available for ongoing expenditure
15. Contribute to the preparation of budget estimates within the business planning process

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job.

KEY SKILLS, KNOWLEDGE & EXPERIENCE:

- To hold, or be working towards, a relevant professional qualification and have at least 1 years' experience within a finance role.
- To have an understanding of charitable accounts and reporting requirements.
- To have a confident approach to finance systems and reporting.
- To have strong communication and negotiation skills.
- To have excellent computer, literacy and numeracy skills.
- To be able to set up and maintain information and monitoring systems.
- To be a self-starter and able to work on own initiative
- To have excellent organisational skills with the ability to prioritise workload whilst working under pressure to tight deadlines.

DEVELOPMENT & TRAINING:

To respond positively to new and alternative systems, undertaking training and development activities as identified.

HEALTH & SAFETY:

To comply with relevant health & safety legislation, policies and procedures in the performance of the duties and responsibilities of the post.

EQUAL OPPORTUNITIES:

To support, promote & comply with the Company's Equal Opportunities policies in the performance of the duties and responsibilities of the post.

CONFIDENTIALITY & DATA PROTECTION:

The Company requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence. All staff are also subject to the Data Protection Act.

AGREEMENT OF JOB DESCRIPTION:

These duties are intended as a guide and operational requirements may necessitate the employee performing other duties not included in this job description.