

DIRECT HELP & ADVICE AND THE DERBY LAW CENTRE

Assistant Finance Manager

Salary: £25,000 per annum FTE

Part Time Hours of work: 16 out of 37.5 hours per week (days to be agreed)

Location: Derby and DHA office locations

Closing Date: Monday 30 September 2019 at 5.00pm

Direct Help and Advice is a well-established East Midlands based charity, which provides specialist advice, advocacy and representation to families and individuals to prevent and alleviate homelessness, debt and housing difficulty; provides accessible accredited and unaccredited training and skills development to help reduce unemployment and promote social and financial inclusion; and is the lead organisation in the running of 10 Community Managed Libraries (CML's) across Derby City, and strives to identify and offer an increased variety of accessible services that meet the needs of diverse demographics within each Community.

The charity is seeking a pro-active and highly motivated individual to 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.

The successful candidate will assist with the processing of the day to day accounts and ensure the accurate and timely entry of data and processing financial information within the Sage financial reporting software. The role will also involve assisting in the preparation of monthly management accounts with written reports, and the preparation of reports, statistics and information for funders as required.

As the role will also require the successful candidate to assist with the monthly payroll process in conjunction with HR, the utmost discretion, tact and diplomacy must be maintained at all times when dealing with highly sensitive matters.

The successful candidate for the position will ideally:

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

To apply, please send your CV with a covering letter to arrive no later than the closing date to:

- hr@dhadvice.org, or
- In an envelope marked confidential to Human Resources, Direct Help & Advice, Phoenix Street, Derby, DE1 2ER