

JOB INFORMATION

Job title:	Finance & Resources Assistant
Department/Team:	Finance & Resources Department
Reporting to:	Head of Finance & Resources and Systems & Resources Manager
Salary range:	£17,340 plus £1,750 London weighting
Benefits:	Up to 6% matched employer pension provision, interest free loans for season tickets, employer sponsorship for AAT/ACCA or CIMA courses
Annual Leave:	28 days (full-time), in addition to the bank and public holidays, rising by one day on the 1 st and 2 nd anniversaries of employment, and an additional extra day's leave on the 5 th anniversary of employment and each subsequent 5 th anniversary
Contract:	Permanent
Hours per week:	Full-time (35 hours per week)
Location:	Royal Courts of Justice, Strand, London WC2A 2LL

JOB DESCRIPTION

Purpose of post

- to manage the PSU's bookkeeping and other day-to-day financial tasks
- to assist the Head of Finance & Resources in managing the financial systems and controls
- to support the other departments with financial matters
- to assist the Systems & Resources Manager with HR tasks
- to assist the Finance & Resources Department with administrative tasks

Main duties and responsibilities

1. Finance & Bookkeeping

- 1.1. to manage the organisation's bookkeeping and other day-to-day financial tasks, such as:
 - i) processing invoices and expense claims and ensuring that they are authorised in line with PSU policy and paid within the stated terms
 - ii) inputting payment data onto the online banking system (CAF Bank)
 - iii) inputting and uploading financial data onto the organisation's accounting system (QuickBooks Online) and database (CiviCRM)
 - iv) creating and inputting month end journals onto QuickBooks Online
 - v) monitoring the status of the purchase and sales ledgers
 - vi) monitoring the fixed asset and depreciation records
- 1.2. to manage petty cash
- 1.3. to manage and monitor the organisation's financial records (hard copies)
- 1.4. to liaise with the organisation's bankers and suppliers regarding accounts and queries
- 1.5. to monitor the organisation's bank balances and flag when funds need to be transferred

2. Monthly Reconciliations and Reporting

- 2.1. to collate and monitor petty cash and cash card control records and receipts received from the regional offices
- 2.2. to manage the monthly reconciliations of the organisation's bank accounts and other balance sheet accounts and prepare reports with comments highlighting any findings
- 2.3. to monitor and report on the compliance with the organisation's financial policy and controls by carrying out monthly finance spot checks
- 2.4. to prepare monthly accounts and finance reports for the Board of Trustees and senior management

3. Support Head of Finance & Resources

- 3.1. to assist in monitoring the organisation's financial systems and controls
- 3.2. to assist in monitoring financial performance against agreed standards
- 3.3. to support the Head of Finance & Resources in the preparation of the budget/reforecast process
- 3.4. to support the Head of Finance & Resources in ensuring that budgets and management accounts accurately reflect the business activity, that accruals and other adjustments are being made correctly and that variances from the budget and other issues are investigated and resolved
- 3.5. to assist in producing financial policies, training material and other relevant documents
- 3.6. to support the Head of Finance & Resources in managing any leases and contracts for services and equipment
- 3.7. to work with the Head of Finance & Resources and Systems & Information Team to improve use of technology and systems within the Finance & Resources Department
- 3.8. to assist in monitoring compliance with HMRC, Companies House, Charity Commission and other legislative requirements relating to financial matters
- 3.9. to assist in monitoring compliance with VAT and all other tax regulations

4. Financial Support to Other Departments

- 4.1. to promote and monitor value for money throughout the organisation
- 4.2. to induct and support newly appointed service staff with financial procedures
- 4.3. to assist in communicating proportionately and appropriately any changes in financial controls and procedures to relevant staff
- 4.4. to liaise with staff about income, expenses, petty cash and cash card queries
- 4.5. to liaise with the Fundraising Department about income queries and restricted funds
- 4.6. to provide information to support applications for funding and as required by funders in regular monitoring and ad hoc queries
- 4.7. to work with Heads of Service and Fundraising to improve the efficiency of their relevant financial systems and communication between their departments and the Finance & Resources Department
- 4.8. to liaise with Heads of Service and Fundraising to ensure their teams are providing clear financial information and submitting it in time to meet monthly finance deadlines
- 4.9. to assist in the preparation and submission of Gift Aid claims

5. Annual Audit

- 5.1. to assist the Head of Finance & Resources in the preparation of the organisation's financial accounts
- 5.2. to assist in the annual audit process in conjunction with the appointed external auditors
- 5.3. to make sure paper records are filed and complete in line with audit requirements
- 5.4. to assist in liaising with the auditors in relation to controls, systems and audit

6. HR

- 6.1. to assist with HR processes, data entry and administration including processing new starters/leavers, uploading documents, and calculating annual leave.
- 6.2. to induct newly appointed staff on PSU's HR system (Croner Simplify)
- 6.3. to act as first point of contact for staff HR queries
- 6.4. to help prepare HR documents (i.e. offer letters, contracts, pension letters, etc.)
- 6.5. to help ensure HR information is up to date and filed correctly (both electronic and hard copies)

7. General

- 7.1. to provide admin and other support to the Finance & Resources Department
- 7.2. to order office supplies and equipment
- 7.3. to collect and record post (with the Fundraising Department)
- 7.4. as necessary, to act as a support to clients, volunteers and other staff on occasion
- 7.5. to ensure that all work is carried out in accordance with PSU's equal opportunities, confidentiality, data protection, safeguarding and personal safety policies
- 7.6. to maintain and develop good working relationships with staff working locally and remotely.
- 7.7. this job description is not exhaustive and will be reviewed from time to time in discussion with the post holder. You will be expected to undertake such other duties as may from time to time reasonably be required.

PERSON SPECIFICATION

Essential requirements

Qualifications

- graduate or similar (or experience in an equivalent role)

Desired experience

- Experience in a finance role
- Experience in an office role

Skills and Abilities

- excellent command of written and spoken English
- IT literate eg. experience of using Microsoft Office software
- intermediate Excel skills
- highly numerate
- high attention to detail
- enthusiasm, flexibility, energy and commitment
- well organised and methodical
- ability to work as part of a team and on own initiative
- ability to communicate effectively and professionally in writing and verbally
- ability to maintain confidentiality when handling sensitive data
- empathy and sensitivity for working with staff whose role is to deliver the charity's service
- sympathy with PSU's values and aims

Desirable requirements

- experience of using QuickBooks Online
- experience of working in the voluntary sector
- experience of using a CRM database
- understanding of HR policy and employment law
- understanding of the law and/or a passion for access to justice