



Role Description - Finance Assistant

Working with the Business Planning & Finance Manager to support the financial and administrative processes within the Finance function.

Reporting to: Business Planning & Finance Manager

Salary: Pro Rata (16 hours per week) £12,480 (FTE £32,100)

Contracted Hours: 16 per week

Location: You will work from home with an expectation you will travel to our offices when mutually agreed.

Annual leave: 28 days, including public and bank holidays (pro-rata for part-time staff)

Additional Benefits: All employees can access our professional wellbeing package, including access to Coaching, Psychotherapy and Holistic Support.

We also offer a scheme that enables employees to purchase up to 2 additional weeks annual leave per year (pro rata).

Pension: We offer a defined contribution pension scheme with NEST and encourage employees to take up an option to invest in the Ethical Fund. Monthly contributions are deducted from your salary you can contribute a minimum of 5% - more if you choose to - and we contribute 3%.

Key Responsibilities:

Team member Level – People Make it Work

- Model a unified organisational culture built on foundational principles of empathy, diversity, inclusivity and sustainability;
- Ensure systems and processes are collaborative;
- Capture and share knowledge across the wider team;

Finance:

- Work closely with the Business Planning & Finance Manager on administrative aspects of Financial Management for the company;
- Assist programme / project leads with aspects relating to their budgets;
- Assist with the development of cash flow forecasts;
- Undertake book-keeping activities including; reviewing all coding of receipts and payments, and sending out remittance notices, sales invoices etc;

- Working closely with the Business Planning & Finance Manager monitoring credit control, ensuring that all outstanding sales invoices are chased up;
- Working closely with the Business Planning & Finance Manager to ensure suppliers, employees and freelancers are paid, as appropriate;

Systems & Processes:

- Working closely with the Business Planning & Finance Manager, update electronic systems to enable the company to work more efficiently and cost-effectively;
- Working closely with the Business Planning & Finance Manager, assist with the development, implementation and compliance with company-wide finance processes;
- Monitor the Finance team email address, responding, forwarding and assisting the Business Planning & Finance Manager with responding to emails as appropriate;

What you will bring to the role:

Experience of working in a finance role at a similar level;

Preferably experience of working with Quickbooks;

Good time management and organisational skills;

Excellent client relationship skills;

Good communication skills;

Ability to prioritise;

Demonstrable ability to show initiative;