JOB DESCRIPTION

Job Title: Finance Assistant

Reporting To: Finance Manager

Location: Tapping House, Hillington PE31 6BH

Hours of work: 18 – 22.5 hours over 3 days to include Wednesdays & Thursdays

ROLE SUMMARY

Assisting in the efficient day to day operation of the Finance department, mainly dealing with monthly Payroll, annual budget production, retail sales data, processing purchase orders, dealing with stock accounting, retail Gift Aid database - Eproductive (EPR) system input, and providing cover for the Finance Officer.

MAIN RESPONSIBILITIES

Monthly payroll

- Extract information from the HR System (SMI) to input bank, overtime and enhanced hours for Clinical staff
- Check and Input overtime from monthly timesheets and mileage and expenses claims for approved documents
- Check and Input of all salaries, pensions, hourly rates, overtime, bank and enhanced hours
- Check and Input of starter/leaver, sickness, leave and statutory payments
- Transfer all data to Payroll Service provider (PSP)
- Check all processed data from PSP
- Liaise with Finance Manager to finalise payroll.
- Update master salaries spreadsheet with all current staff and salaries/rates of pay

Retail sales

- Weekly Input of Retail sales data into Financial System from EPR, including journals, invoices and payments
- Prepare periodic Council Recycling Credits Claim
- Update EPR with donor detail changes and sales data corrections.
- Extract reports from EPR to submit to other department

Processing donations

- To process incoming donations - cash, cheques, BACS, card payments and online.
- Setting constituents up on Raisers Edge, adding consent, gift aid and donation.
- Sending appropriate response within a five-day service level – liaising with fundraising on thanking reports/queries to ensure appropriate thanking/receipting.
- Preparing all donations for banking, completing bank pay in slips and banking of weekly donations.
- Logging of fundraising post and completing daily banked gifts.
- Scan and file correspondence (incoming or outgoing) to CRM Raisers Edge. (NB this is also in the Supporter officer post to do with other types of interaction.

Fundraising income support

- Completing regular giver donations payment reports and associated tasks.
- Preparing floats for events and management of fundraising office floats and reconciliation.

Stock Accounting

- Prepare all monthly stock-take spreadsheets
- Ensure all stock returns are completed correctly and that spreadsheets reconcile to summary
- Input Stock accounting adjustments to financial system.
- Reconcile to Stock Account in Balance Sheet.

Annual Budget Preparation

- Assist with production of budget figures as required
- Input figures to financial system and reconcile budget figures to Master Budget

Other responsibilities

- Input and production of Purchase Orders (POs) on financial system
- Process Petty Cash paperwork
- Regularly file purchase invoices and other finance documents
- Archive supplier and Gift Aid data as required
- Keeping up to date with mandatory training

- Provide cover for the essential day to day duties of the Finance Officer role.

General

- To uphold the Hospice's vision and values at all times



- Carry out all duties in accordance with the Hospice's policies and procedures including but not limited to health & safety, code of behaviour, confidentiality and equality, diversity & inclusion.

- Promote awareness of the Hospice, its services and its strategy.

- Work collaboratively and respectfully with all staff, volunteers and supporters of the Hospice.

- Promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering the Hospice's policies on safeguarding.

- **Information Security, Confidentiality, and Records Management:** The role requires adherence to organisational policies concerning information security, data privacy, and confidentiality. The employee is responsible for safeguarding sensitive information, ensuring secure handling and storage of records, and maintaining compliance with applicable data protection regulations. This includes actively participating in Information Governance training, reporting potential security incidents, and managing records in accordance with Tapping House's Retention Archiving and Destruction of All Hospice Records Policy.

- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

This job description is not intended to be exhaustive and will be reviewed periodically to ensure that the needs of the service are being met.

PERSON SPECIFICATION
Finance Assistant

	Essential	**Desirable**
Qualifications and Training	An excellent standard of English and Maths - GCSE grade C or above (or equivalent) Recent working knowledge of payroll practices and procedures Good knowledge of accounting principles	Full or part accountancy qualification
Experience and Skills	Previous recent experience of working in a similar role Knowledge of accounting software Good working knowledge of Excel Ability to communicate effectively at all levels Experience of dealing with confidential and sensitive information Ability to manage own workload and priorities Ability to work under pressure and to time scales Demonstrate a high level of attention to detail	Knowledge and experience of Gift Aid schemes and systems Working knowledge of other Microsoft applications (word) Experience of producing reports for ad-hoc queries and/or management accounts

Personal Attributes	Team player Proactive and flexible Adaptable to change A commitment to Continuing Professional Development (CPD)	