



### **Job Description**

<b><u>Title:</u></b>	Finance Assistant
<b><u>Reporting to:</u></b>	Finance Manager
<b><u>Salary:</u></b>	£24,000 to £26,000
<b><u>Hours:</u></b>	35 hours per week
<b><u>Contract</u></b>	Fixed term – 1 year with a very strong potential for extension.

### **About the Role**

This is an exciting opportunity for the right person to join the Refugee Migrant Centre (RMC) as its Finance Assistant. RMC is an established, award winning, regional charity, renowned for its work with refugees and migrants.

For over 23 years, RMC has assisted thousands of refugees and migrants from 162 countries. It has helped to remove the barriers to integration, helping its clients become equal citizens, using a whole-person approach to the delivery of services from specialist legal advice through to education and employment programmes.

With the organisation expanding the finance department is also expanding and there is need for a Finance Assistant who will work closely with the key members of the finance department. This is an exciting time to be joining the team, as RMC are strengthening and expanding its infrastructure following a period of growth in staff, activities and turnover (from £776k to £3.8 million in the last 5 years).

### **Purpose and Scope of the Role**

#### **Job purpose:**

To support the Finance Officer in all aspects of the finance function and be responsible for the Financial Administration side of the the team's daily activities. Maintaining accurate records and assisting with the production of financial reports for month end procedres as required by the finance Manager. Must also be able to communicate effectively with internal

and external staff and be able to work on using your own initiative within a team as well independently. The role requires excellent attention to detail.

### **Main duties and responsibilities of the role**

The post holder will have at least 2 years' in-depth Admin & Book-keeping experience which includes:

Excellent book keeping, including bank reconciliations, sales and purchase ledger maintenance.

Assisting the Finance Officer to record and monitor and track income and expenditure and maintaining balanced and highly accurate records using QuickBooks.

Regular use of Excel to assist with maintaining and updating financial documents.

Maintaining petty cash and reconciling monthly for the petty cash. accounts for Volunteers' expenses and general petty cash accounts for all 4 sites.

Ordering equipment and stationery using the correct process and negotiating with suppliers as well as matching invoices to delivery notes.

Monthly supplier statement reconciliations as well as liaising with suppliers to deal with any discrepancies.

Analyse staff expenses in line with the organisation's policy.

Assisting with the pension scheme reconciliations each month.

Assist in the weekly payment runs to suppliers through faster payment matching, batching, coding, and posting supplier invoices

HMRC and Pension Journals.

Filing and scanning documents

Assisting in any other tasks required for the position

### **Flexibility**

In order to deliver the stated aims of for this post, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above, such duties will fall within the scope of the job and be directly related within the appropriate pay grade. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties that are being performed

### **Person Specification**

<b><u>Experience and Skills</u></b>	<b><u>Desirable</u></b>	<b><u>Essential</u></b>
Minimum 2 years in an equivalent Finance Position.		<b><u>X</u></b>
Experience of working in the community/charity sector or a developing organisation	<b><u>X</u></b>	
Highly computer literate, with skills in quick books, Microsoft Excel and Word		<b><u>X</u></b>
Able to organise and prioritise a heavy workload		<b><u>X</u></b>
Accurate data inputting skills		<b><u>X</u></b>
Able to work as part of a busy, diverse team		<b><u>X</u></b>
Good command of spoken and written English		<b><u>X</u></b>
Systematic with high attention to detail		<b><u>X</u></b>
Practical knowledge of QuickBooks	<b><u>X</u></b>	
Excellent Knowledge of using Excel for financial spreadsheets	<b><u>X</u></b>	
Familiarity of project funding and charity sector funders	<b><u>X</u></b>	

Applications will be assessed and suitable candidates will be shortlisted and interviewed on an ongoing basis and the Job will be closed once a suitable candidate has been appointed.