

## Age Concern Durham County trading as Age UK County Durham

### JOB DESCRIPTION

<b>Post</b>	Finance Assistant (21.11)
<b>Responsible to</b>	Deputy Chief Executive Officer
<b>Based at</b>	Houghton House, Belmont, Durham
<b>Hours of work</b>	37 hours per week Monday – Thursday 8.30am – 4:30 pm, Friday 8:30 am – 4.00 pm
<b>Salary</b>	NJC Scale 4 £20,092 per annum plus up to 5% pension contribution to Organisation's Pension Scheme.
<b>Holiday Entitlement</b>	36 days pro rata per annum including statutory holidays and Christmas closedown.

### Job purpose

To undertake the day to day financial activities of the charity and trading company and give support as required to the Finance Manager.

### Key tasks

1. Issue purchase orders to relevant staff for all purchases.
2. Match purchase orders to delivery notes and invoices and prepare for batch processing.
3. Enter data onto the computerised accounting system.
4. Prepare payments for authorisation by Line Manager.
5. The production and follow up of invoices for payments due
6. Operation of the staff payroll system and associated HMRC and pension requirements.
7. The monitoring of petty cash accounts.
8. Ensuring the recording of all receipts and secure keeping of all cash/cheques held on the premises.
9. The banking of all cash/cheques where appropriate.
10. The maintenance of the filing systems relating to financial matters.
11. The security and confidentiality of all records, documents and data relating to financial and personnel matters.
12. The production of the schedules for the annual audit in conjunction with the Finance Manager.
13. Preparing and posting monthly Journals

14. Providing accurate data to the Finance Manager.
15. Producing end of month reports as required from the finance system.
16. Enter annual budgets onto Finance system.
17. Attendance at staff/team meetings
18. To undertake personal development as agreed between yourself and your Line Manager
19. To abide by the Codes of Conduct, rules and guidelines as issued by ACEnt and ACDC.
20. Other duties as reasonably requested

### **General**

There may be a requirement to travel to other local sites therefore a current valid driving licence and access to a car is preferable for this post. Mileage rates as agreed by our Board of Trustees will be paid for the use of a car for business use.

The appointment will be made subject to the receipt of references and Disclosure and Barring Service vulnerable adults check that meets the requirements of the organisation.

Age UK County Durham operates a no smoking policy in all of its premises.

Age UK County Durham is an equal opportunities employer.

## **AGE CONCERN DURHAM COUNTY**

### **PERSON SPECIFICATION**

Post of Finance Assistant

#### **Essential criteria**

- Proven experience of financial and administrative work in an office situation.
- Working towards or achieved AAT qualification or equivalent.
- Ability to use a computerised accounting system.
- Knowledge of Microsoft Word and Excel packages.
- Good interpersonal skills both written and oral.
- A good telephone manner.
- Experience of dealing with the public.
- The ability to manage and prioritise a diverse workload.
- Ability to work alone and as part of a team.
- The ability to assimilate information and use own initiative.
- Good general standard of education.
- Commitment to equal opportunities.
- The ability to handle work of a confidential nature ensuring that confidentiality is maintained at all times.

#### **Desirable**

- Knowledge of Sage 200 and Sage 50 Payroll
- Experience of cash handling

#### **Method of assessment**

- Application form
- Interview