

POST:	Finance Assistant
HOURS:	40 hour
REPORTING TO:	Assistant Finance Manager , with support from the Office Team Leader
SALARY:	£23,613 / 10% Employer Pension Contribution

JOB PURPOSE

The Finance Assistant is a valued role within a growing and vibrant organisation. As part of a small finance team, the job holder will play an active part in the effective and efficient running of the financial operations of the organisation together with the Assistant Finance Manager and with oversight of the Finance Manager.

Supporting the Camphill Ethos is a key element of the role to ensure that Camphill Blair Drummond maintains its role as a leader in care provision and that the people who live and work in our community can develop in a therapeutic social environment.

MAIN DUTIES

Financial

General Financial Activities in conjunction with the Assistant Finance Manager that ensure effective and efficient financial administration, that will include:

- Maintain sales ledger - including invoicing and debt control processes
- Maintain purchase ledger -including processing invoices and dealing with suppliers
- Monitor and record the day-to-day transactions through the bank
- Help with preparation of the Monthly Management Accounts e.g. bank reconciliations
- Maintain and reconcile petty cash
- Maintain records and process International Volunteer Subsistence Allowance
- Lead on internal Finance audits
- Process monthly Employee Expenses
- Assist in preparation of year end reports for Auditors
- Maintain, update and improve all Process Documentation
- Act as a pivotal initial point of contact for general Finance queries within the community
- Assist with the annual Fee Assessments from initial contact with local authorities to agreeing and monitoring incoming fee uplifts
- To work alongside Maintenance and Estate with Project work, from the initial costing through to tracking expenditure
- Assist with monthly Payroll, collecting all relevant paperwork
- Be actively involved in the monthly Management Account Meetings with the Senior Leaders
- Provide financial support to the Business Development Team for new ventures

General Administration

- To provide cover to the Administration Team as required
- Maintain sufficient office stationery supplies and re-order stock in the most economical way

QUALIFICATIONS

Essential

- Educated to a Higher level or equivalent
- Knowledge of financial processes within a working environment

Desirable

- An Accounting Qualification

EXPERIENCE AND SKILLS

Essential

- At least 2 years finance experience
- Experience of a cloud based accounting system
- Competent in the use of Microsoft applications and accounting software
- Ability to prioritise and work to deadlines
- Excellent communication skills, oral and written
- Attention to detail
- Organisational, planning, analytical and critical thinking skills
- Excellent interpersonal skills and ability to deal with people in stressful situations
- Flexible, adaptable and able to work under pressure
- Ability to work on own initiative
- Ability to work as part of a team
- Current driving licence

Desirable

- Experience of working within a charity or third sector organisation within a finance and support role
- Minute taking experience
- Knowledge of Xero Accountancy Package

PERSONAL ATTRIBUTES

Essential

- Compassionate & supportive of the aims of a community with particular spiritual beliefs, seeking to serve people with special needs
- Professional attitude
- Articulate & outgoing
- Flexible in approach
- Sensitive & supportive
- Willing to take the initiative with agreed parameters
- Able to absorb new concepts quickly and to adapt to changing circumstances
- Understanding of and willingness to actively support and promote, the Camphill ethos

This job description is open to the review by the community (Camphill Blair Drummond) at any time.