

**Job Description**

|  |  |
| --- | --- |
| **Job Role:**  | Finance Assistant |
| **Reporting to:** | Finance Manager |
| **Salary:** | £15,600 (£26,000 FTE) |
| **Hours of work:** | 21 hours (working pattern to be agreed with successful applicant) |

**The Charity**

Fresh Futures is a regional charity working with vulnerable and disadvantaged children, young people, and their families, within Kirklees and surrounding areas. Our vision is that all young people have opportunities for a better life, now and in the future. We are thought leaders, and together with partners, we deliver outcomes through four interwoven strands of activity – providing education services and facilities, building healthy relationships, promoting health and wellbeing, and improving employability skills.

**Purpose of the job**

**Why the role exists and overall responsibility**

* To process the charity’s financial transactions via the accounting system, to ensure that accurate accounting records are maintained by the organisation.
* To provide relevant financial transaction information as and when required to other Fresh Futures’ staff members.
* To contribute to the development and implementation of new financial systems and processes, in order to streamline the Finance function.

**Main activities**

* Maintain the Purchase Ledger: process, match, code and enter purchase invoices in accounting system and present purchase invoices for payment according to terms.
* Maintain the Sales Ledger: raise invoices and enter in the accounting system.
* Manage the debtor ledger, including chasing debts in accordance with Fresh Futures’ policies.
* Processing and recording of expenses and card payments.
* Provide answers to financial queries from other Fresh Futures’ staff.
* Resolve customer and supplier queries.
* Help to set up and develop new financial systems.

**Knowledge, training and experience required**

* Previous experience of financial processing, including purchase ledger and sales ledger processing.
* Previous experience of communicating and building relationships with suppliers, customers and non-finance staff, in person, on the phone and by email.
* Experience of working as part of a team.
* Excellent general administration and clerical skills.
* Confident using Microsoft Office, including Excel and Word.
* Passes in GCSE Maths and English.
* Completion of relevant financial qualifications such as AAT desirable.

**Key personal characteristics**

* Displays a keen, supportive and proactive approach to both work and colleagues alike.
* Self-directed, motivated, and uses own initiative.
* Responds positively to resolve problems effectively. Able to anticipate needs and make suggestions as to appropriate resolution.
* Employs good all round communication skills and can adapt communication style and approach according to recipient.
* Diligent, detail oriented and able to maintain high level of standards and service whilst working under pressure.
* Ability to manage own workload and be able to prioritise effectively.
* Keen and able to solve problems effectively.
* Principled and understanding of the importance of confidentiality.
* Flexible and reliable.
* Respectful of, and presents in line with, the Vision and Values of Fresh Futures.