

## JOB DESCRIPTION

<b>Job Title:</b>	Finance and Resources Assistant
<b>Reports to:</b>	Finance Manager (some tasks supervised by the Head of Finance and Resources)
<b>Location:</b>	Solar House, 1-9 Romford Road, Stratford, London, E15 4LJ with opportunity for some home working (subject to a minimum number of days in the office)
<b>Key contacts:</b>	All teams at School-Home Support, Trustees and external agencies and suppliers
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full time (37.5hrs per week), Monday to Friday
<b>Salary:</b>	£23,921 to £26,960 per annum according to experience
<b>Benefits:</b>	28 days' annual leave plus Bank Holidays, pension, life assurance, employee assistance programme

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**For over 35 years, School-Home Support has been working with children, families and schools to break the cycle of poor school attendance, low educational attainment, anti social behaviour, crime, low paid or no job, generation after generation. School-Home Support gets children and young people back into school, ready to learn. Whatever it takes.**

### **Job Purpose**

This role is responsible for the financial and office / facilities administration within the Finance and Resources team at SHS. The role will support the Finance Manager with data entry, purchase ledger, sales ledger and credit control, monthly journals, tracking of project funds, project cost allocation, paying suppliers and reconciliation of control accounts. The role will also work with the Head of Finance and Resources to ensure procedures within the office run smoothly and to ensure compliance with health and safety regulations. Other ad hoc administrative tasks will also be required, including filing and banking cheques.

### **Level of contact with children and young people and vulnerable adults**

The post holder may have occasional contact with children or young people and vulnerable adults if attending one of the charity's events and will require Enhanced DBS check.

### **Working contacts**

#### **Internal**

The post holder will work closely with the Finance Manager to provide an effective financial accounting service to the Trustees, Chief Executive, Senior Leadership Team, budget holders, line managers and colleagues throughout the organisation. The post holder will also work under the supervision of the Head of Finance and Resources to ensure effective and efficient administration of the office and facilities.

## External

These include working closely with the third-party finance services provider team, the payroll partner, auditors, suppliers, funders, contractors, service commissioners, local authorities, school business managers, HMRC, the pension company, utility companies and other service providers, as well as other professionals from statutory and voluntary organisations.

## Role and Responsibilities

With supervision from the Finance Manager, the areas of responsibility are summarised as follows:

### Project fund accounting and reporting

- Ensure the accurate and timely recording and reporting of all project income and expenditure
- Ensure that Salesforce records are updated to reflect funded resources and relationships with project fund income sources
- Ensure all use of restricted funds is in accordance with terms of funding and all appropriate regulation and legislation
- Liaise closely with budget holders on a regular basis regarding project funds and balances on restricted reserves and awareness of any related financial risks

### Purchase Ledger

- Ensure all purchase invoices are correctly authorised according to the agreed SHS authorisation levels
- Ensure all purchase invoices are correctly coded by the relevant budget holder
- Input all authorised and coded transactions into the accounting system (SAGE)
- Prepare the bi-weekly BACS payment run of supplier invoices and employee expenses
- Reconcile the creditors' control account on a monthly basis

### Sales Ledger

- Liaise closely with budget holders and colleagues to ensure that all invoices to schools or for commissioned services are raised on a timely basis
- Liaise with schools, service commissioners, Service Delivery Managers and other debtors to ensure prompt payment of all invoices
- Reconcile the debtors' control account on a monthly basis
- Provide a monthly report of outstanding debt and action taken
- Reconcile income on Sage and Salesforce on a monthly basis

### Petty Cash, Credit Card and Bank accounts

- Reconcile credit card statements to the transactions log and ensure all entries are correctly authorised, coded and ready for import into SAGE
- Administer the Petty Cash float, reconcile the balance on a monthly basis and prepare journals for posting on SAGE
- Pay in cheques to the bank when necessary

#### Payroll and Pension

- Perform the reconciliation of the payroll and pension control accounts on a monthly basis

#### Financial and Management Reporting

- Support the Finance Manager in the preparation of monthly management accounts for the trustees, senior management and all budget department cost centres, including preparation of journals for cost allocation between projects
- Assist with the preparation of year-end accounts, including liaison with the auditors during the statutory audit
- Assist the Finance Manager with the preparation of annual budgets
- Assist with the preparation of any ad hoc reports as required

#### Close liaison with SHS colleagues

- Help resolve finance-related queries from budget holders
- Assist the Fundraising team or other colleagues with the preparation of new funding bids
- Be instrumental in helping the Finance and Resources team provide excellent support to all other departments

#### Resources (with supervision from the Head of Finance and Resources)

- Work closely with the Head of Finance and Resources to ensure the charity's full compliance with Health and Safety regulations
- Liaise with all relevant suppliers, e.g. cleaning contractor, to ensure maintenance of services and value for money
- Ensure all signage and notice boards are updated
- Maintain the rotas for parking and office tasks
- Ensure new starters are issued with security cards and are instructed in office protocols
- Maintain all office and kitchen supplies
- Take responsibility for the opening of post according to the agreed procedure
- Respond to any office / facilities-related queries from colleagues or outside agencies

#### Corporate Responsibilities

- Conform to and apply all School-Home Support policies and procedures, including: Safeguarding; Health and Safety Policy and the Equal Opportunities Policy.
- Ensure that safeguarding processes and policy are adhered to and be committed to keeping safeguarding knowledge up to date.
- Liaise with others and participate in internal and cross-organisation working groups for training and exchange of information and best practise.
- Attend team and other meetings deemed to be appropriate.
- Take on additional responsibilities commensurate to the role as and when required.
- On occasions where meetings or events take place in the evening or on a weekend, time off in lieu (TOIL) can be applied for and agreed when the needs of the organisation have been met.
- Be committed to developing professional knowledge and management practices through continuing professional development, making good use of training opportunities provided.

## Person Specification for Finance and Resources Assistant

	Essential/ Desirable	Application Form (A)/Interview (I)
<b>Qualifications/Knowledge</b>		
1. Basic accounting skills and knowledge (evidenced by experience and/or a relevant qualification), preferably in relation to a charitable limited company	Essential	A,I
2. Effective working knowledge and understanding of SAGE 50 accounting software including use of the Projects function	Essential	A,I
3. Effective working knowledge and understanding of spreadsheets (Excel and Google Sheets)	Essential	A,I
4. Working knowledge of CRMs, preferably Salesforce	Desirable	A,I
5. Knowledge and understanding of the monthly payroll function	Desirable	A,I
<b>Experience</b>		
6. Demonstrable experience of delivering finance administration for a charity or not-for-profit organisation	Essential	A,I
7. Demonstrable experience of project accounting and controlling restricted and unrestricted reserves	Essential	A,I
8. Demonstrable experience of delivering the office / facilities administration for an organisation	Essential	A,I
9. Experience of data entry and posting journals in SAGE 50	Essential	A,I
10. Experience of credit control	Desirable	A,I
<b>Skills and Abilities</b>		
11. Excellent verbal and written communication skills, and the ability to liaise and present confidently at all levels	Essential	A,I
12. Flexibility and ability to work on own initiative and under pressure to establish own priorities and work without close supervision	Essential	A,I
13. Be able to work accurately and to deadlines including under pressure and to work cooperatively with colleagues	Essential	A,I
14. Experience of liaising with auditors, suppliers, HMRC, banks and other statutory authorities	Desirable	A,I
<b>Personal Attributes</b>		
15. Demonstrate commitment to School-Home Support's values and aims	Essential	A,I
16. Demonstrable commitment to principles and practices of equal opportunities	Essential	A,I
17. Maintain the highest quality standards in all aspects of their work	Essential	A,I

*This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. You will be expected in undertaking the above role to comply with any policies and procedures that SHS may issue.*