

Job Description



Job Title: Finance Assistant (Part Time 22.5 hrs Flexible)

Salary: £30,000 pro-rata

Reports to: Financial Controller

Purpose of the role:

To support the Finance functions in Every Story, to make efficient use of systems to ensure the smooth running of the financial systems alongside the Finance Team.

Key duties and responsibilities:

- Assist in accounts payable and receivables ledger including invoicing, payments, credit card and petty cash transactions.
- Complete bank reconciliations
- Produce quarterly rent statements for housing clients
- Assist in the housing credit control function to chase housing arrears
- Support colleagues in answering housing queries and providing ad hoc reports where applicable
- Maintain good knowledge and understanding of all relevant Company and departmental policies and procedures relevant to the role.
- Ensure that finance policies and processes are adhered to at all times and systems set up are used efficiently.
- Undertake other reasonable tasks as and when requested by their line manager
- Support month-end processes
- Maintain accurate financial records and filing systems
- Respond to internal and external finance queries

This role is the perfect opportunity for someone with a background in being an Accounts Assistant, Accounts payables or receivables clerk, who is looking for an opportunity to grow into a more challenging role to develop and build on their skillset.

We are ideally looking for someone with previous charity finance experience.

The successful candidate:

- Should have at least 3 years' experience working as part of a finance team, ideally dealing with invoices, payments and credit control.
- Strong attention to detail and accuracy
- Should be proficient in Sage Line 50 and Excel
- Should have excellent time management skills.
- Should have the ability to work well as part of a team, but also able to work from their own initiative.
- Should have clear communication skills, both written and orally.
- Should have an enthusiastic, can do approach to their work

The hours of work will be ideally covered over 3-4 days and the exact timings can be flexible and agreed with line manager. (e.g. 10:00 to 14:00) We expect the timings to be adhered to once agreed. We offer hybrid working possibility and this can be agreed with your line manager.

Our Offer to You

- 25 days' holiday pro-rata
- An Employee Assistance Programme (EAP) to support health and wellbeing
- Death in Service
- Generous Pension Scheme/Salary Sacrifice
- Cycle-to-work scheme