



Job Description:

Finance Assistant

Job purpose: To support the Finance Team by taking responsibility for: all accounts payable processing, reconciliations and payment runs, Gift Aid, and assisting with the donation processing.

Responsible to: Finance Manager

Terms: 28 hours per week (4 days a week equivalent)

MAIN DUTIES AND RESPONSIBILITIES

Donation processing:

Assist in the processing of donations received through the post, through the OMF Hub & Website, via Direct Debits and other direct into bank transactions

Gift Aid:

Ensure that Gift Aid declarations are accurately and promptly recorded on the ThankQ system

Run the monthly Gift Aid recovery programme in accordance with the deadlines shown on the Finance Department monthly tick-list

Ensure that Gift Aid documentation is kept up to date with developments in latest regulations

Accounts payable:

Prepare and enter properly authorised purchase invoices, credit notes and expense claims into the Dream finance system using the relevant document entry form

Carry out payment runs as needed (minimum of 3 in a 4 week period), with occasional additional payment runs when specified by the Finance Manager

Monitor the Accounts Payable ledger to ensure all direct debit payments are allocated to invoices within one month of the direct debit payment

Petty cash:

Provide a petty cash payment facility for people in the Borough Green office

Raise the necessary documentation to enable the petty cash to be topped-up when required

Carry out a reconciliation and petty cash count with one other member of the Finance team at the end of the month, in accordance with the Finance team monthly tick-list

Other:

Generate and input into Dream the necessary journal entries, with appropriate supporting documentation, when necessary for any of the above tasks.

Cover telephones when other members of the team are away from their desks

Participate as appropriate in daily National Office prayers for the furtherance of the organisation's objectives, in accordance with the agreed prayer rota

Any other ad-hoc duties as specified by the Finance Manager