

**FINANCE ASSISTANT – PART TIME**

**About Us**

St. Hilda’s East (SHE) is a local charity which aims to combat the challenges arising from deprivation and social exclusion through the delivery of a wide range of engaging activities which promote wellbeing and social connections. Located in Tower Hamlets, we run a large, friendly community centre located in Shoreditch and an Elders Day Centre for the Bangladeshi and other communities in Shadwell.

Our services include pre-school sensory play, youth programmes, social activities and support for older people, advice, wellbeing activities for people experiencing mental health issues, and volunteering placements.

This year we are proud to be celebrating our 135th anniversary.

**Our Mission**

We seek to equip our service users with the resilience to navigate modern life. We welcome everyone into our spaces, work together to deliver engaging activities, promote social contact and ultimately enrich lives.

**About the Role**

The Finance Assistant will primarily support the Head of Operations and the Administrator in the day-to-day management of SHE’s finances. This will involve carrying out all aspects of day-to-day financial administration for a small charity as well as providing occasional cover for the Receptionist. Duties include: processing invoices for authorisation and payment, raising sales invoices, petty cash management, and assisting with monthly payroll administration, and preparing for the annual audit.

In addition, the role will support SHE to make improvements to SHE’s financial management systems.

**JOB DESCRIPTION**

**JOB TITLE: Finance Assistant – Part time**

**REPORTS TO:** Head of Operations

**SALARY:**  **£27,008 (pro rated to £16,205)**

**HOURS:**  22.5 hours per week, can be worked flexibly but some cover for colleagues will be required.

**WORKPLACE:** St. Hilda’s East Community Centre, Shoreditch

**ANNUAL LEAVE: 25 days plus bank holidays (pro rata for part-time hours)**

**Key Responsibilities**

1. Maintain accurate financial records using Quickbooks software.
2. Record routine financial transactions, including income, expenditure and matching payments.
3. Manage accounts payable and receivable, ensuring timely payments and receipts.
4. Process payments to our online banking system, ensuring authorisation of invoices.
5. Assist with payroll preparation and related reporting duties, including submitting payroll information to the accountants and preparing payment of salaries, taxes and pension contributions.
6. Administer and maintain the smooth running of our petty cash systems.
7. Prepare monthly bank reconciliation statements on Quickbooks.
8. Prepare and submit gift-aid tax claims in a timely manner.
9. Assist in the preparation of annual budgets.
10. Adhere to financial procedures and work with the other members of the finance team to make improvements to our financial systems.
11. Assist in preparation for the annual audit.
12. Update bank mandates and administer the opening of new bank accounts.
13. Service meetings of the Finance Working Group.
14. Support grant reporting by providing accurate financial data.
15. Record and bank cash and cheques.
16. Provide holiday and lunch-time cover for the Receptionist.

## **General Responsibilities**

1. Participate positively in regular supervision, appraisal, and training and networking events.
2. Ensure that all SHE policies and procedures are adhered to, particularly those relating to safeguarding, confidentiality, health and safety, equal opportunities, and the environment.
3. Undertake any other duties that may be required which are commensurate with the role.

**PERSON SPECIFICATION**

**Essential Criteria**

1. Previous experience of implementing financial procedures and controls in a small organisation, ideally including previous experience of using bookkeeping software.
2. Excellent attention to detail with the ability to maintain high levels of accuracy in posting information on bookkeeping software, recording and filing information and handling cash.
3. Strong numerical skills.
4. Ability to handle confidential information with discretion.
5. Competence in the use of IT in particular, spreadsheets.
6. An ability to follow complex instruction and to work on one’s own initiative.
7. Ability to work co-operatively as part of a team.
8. A flexible approach to work with the ability to manage a busy workload with multiple deadlines.
9. An understanding of the importance of and a commitment to implementing good practice around equal opportunities.
10. A friendly & welcoming disposition and a commitment to St Hilda’s East’s values and mission.

**Desirable Criteria**

1. Proficient in using Quickbooks.