



## **Finance Assistant**

### **job description**

<b>Job title:</b>	Finance Assistant
<b>Report to:</b>	Executive Director for Resources (EDR)
<b>Salary:</b>	£ 16,000 pro rata + 5% pension
<b>Hours:</b>	19.5 hours per week
<b>Location:</b>	Cardiff

#### **Purpose of the Post**

- To support the EDR in ensuring adequate financial systems and controls are in place throughout the organisation.
- To support the EDR in ensuring the organisation delivers against financial reporting targets by assisting in the preparation of funders cost reports and internal reporting.

#### **Main Duties and Responsibilities**

- To prepare and process petty cash payments and reconcile the petty cash on a day-to-day basis.
- To maintain financial records on a day-to-day basis on the accounting systems including purchase, sales and nominal ledgers in order to ensure timely payment of invoices.

- To liaise with the staff in other offices to ensure adequate records are kept and that these reconcile with Head Office.
- To reconcile on a monthly basis hardship accounts and control accounts.
- To ensure that financial records reconcile and procedures are followed.
- To develop and maintain systems for effective and efficient salary administration including PAYE, VAT and pensions administration
- To assist the EDR with compilation of records and backup documentation as required by funders.
- To assist with the preparation of the annual accounts and year end audit as required.
- To assist with the preparation of information for quarterly management accounts.
- To assist in the preparation of gift aid returns.
- In conjunction with the events team to get involved in the organisations fundraising activities.
- To be responsible for the organisation of the hardship fund and for issuing payments and reconciling the fund.
- To ensure that the organisation gets value for money in its stationary ordering.
- To carry out all duties in accordance within the principles of Welsh Refugee Council's Confidentiality Policy and within agreed norms of impartiality and boundaries.
- To work on a flexible basis by performing other tasks not included above, but as necessitated by the needs and changing circumstances of the Welsh Refugee Council. These tasks will be dependent on location and workload, and will be identified by the EDR.
- To carry out the job in accordance with the aims and core values of the Welsh Refugee Council.
- To abide by at all times and to work to the Welsh Refugee Councils Equal Opportunities Policy.

### Person's Specifications

Quality	Essential Requirements Of The Post
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• At least 3 years' experience of working in a finance department.</li> <li>• Good standard of education with passes in GCSE or equivalent in maths and/or accounts.</li> </ul>
<b>Job Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Maintaining financial records on a day-to-day basis on a computerised accounting system including purchase, sales and nominal ledgers.</li> <li>• Processing payments.</li> <li>• Good knowledge of financial procedures.</li> <li>• Numerate.</li> </ul>

	<ul style="list-style-type: none"><li>• Logical</li><li>• Good communication skills.</li><li>• Good IT skills.</li><li>• Good knowledge of Sage Accounting system</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Able to work as part of team as well as being able to work on own initiative.</li></ul>