



Finance Assistant Job Description

Job Title:	Finance Assistant
Team:	Finance
Salary:	£21,500 pro-rata
Hours of Work:	22.5 hours per week (3 days)
Annual leave:	28 days plus bank holidays pro-rata
Location:	Milton Keynes
Contract Type:	Part time Permanent
Reporting to:	Finance Manager
Experience/Qualifications Required:	<ul style="list-style-type: none">• Demonstrable experience in a finance role• Experience of excel• Experience of computerised accounts package• Knowledge of Sage an advantage

About Us

Based in Milton Keynes, PSPA is a national charity providing support and information to people living with Progressive Supranuclear Palsy (PSP) and Corticobasal Degeneration (CBD). These rapidly progressing neurological conditions are caused by the premature loss of nerve cells in certain parts of the brain, and like many other chronic conditions, there is currently no cure. However, many of the symptoms can be managed, and our mission is to provide everyone affected with PSP & CBD with information and support to enable them to lead the best possible life they can.

Raising awareness of these conditions amongst health and social care professionals since 1994, we also fund research into diagnosis and treatments, relying almost entirely on voluntary donations.

We are now looking for a Finance Assistant to join us on a permanent, part-time basis to support the Finance Manager.

Key Duties and Responsibilities

- To ensure purchase invoices, expenses and bank transactions are posted accurately and in a timely manner on the charity's financial system.

- To check purchase invoices against orders/quotes to ensure they are correct and to liaise (internally & externally) when a difference arises dealing with related queries.
- Filing payments, receipts, donation reports and other documents
- Preparation of income batches
- Working with online donation systems (such as Just Giving, Virgin Money), running reports and manipulating exported data
- Working closely with the Fundraising and Office Administrator to ensure donations are recorded accurately on both Sage and Salesforce (the charity's CRM) assisting with reconciliation of income between Sage and Salesforce
- Support the Office Administrator with the daily banking of cheques and cash.
- To assist with completion of month end reconciliations such as bank and credit card.
- Assist with the management and collection of regular giving direct debits
- Preparing monthly reports as part of the management accounts process
- Monitor the recording of Gift Aid declarations and related donations
- Assist in maintaining records for restricted donation and monitor expenditure funded from such expenditure
- Assist with preparation for external audit and responding to audit queries
- To attend a regular 1:1 supervision and annual appraisal meeting with your line manager
- Comply with financial policies and procedures and ensure that other staff in the organisation adhere to the policies and procedures at all times and also assist in keeping these relevant and up to date

Person Specification

	Essential	Desirable
GCSE English and Maths A-C or equivalent	✓	
AAT qualification or equivalent		✓
Experience of finance assistant or similar role	✓	
Charity or voluntary sector experience		✓
Experience of Gift Aid claims		✓
Experience using Sage or similar accounts software	✓	
Experience using BACS service and collecting Direct Debits		✓
Good numeracy skills and attention to detail	✓	
Ability to work accurately and in a timely manner	✓	

Ability to prioritise workload and manage own time effectively	✓	
Good Communication skills, both oral and written	✓	
Ability to work well within a team	✓	
Good working knowledge of Microsoft Excel, Word and Outlook	✓	
Knowledge of PSP & CBD		✓
Willingness to undertake training and continuing personal development		✓

Corporate duties

1. Ensure you comply with Health and Safety and associated workplace legislation including GDPR, data protection and information security and management requirements.
2. Contribute fully to team and staff meetings, promoting the role of Information and Support within the organisation.
3. Display a commitment to equal opportunities and inclusion.
4. Promote the vision and goals of PSPA within your team and other employees.
5. Work within the performance culture at PSPA to consistently achieve your targets and the objectives in your annual appraisal.
6. Undertake any other reasonable duties requested of you commensurate with your role and the aims of the charity.