

JOB DESCRIPTION



Accounts Assistant

Hours:	15 hours a week (with flexibility about working pattern)
Salary:	£25,350 FTE
Location:	Wendover, Buckinghamshire
Reports to:	Finance Manager
Works with:	Finance Assistants and volunteers
Internal Relationships:	All staff and volunteers at the Centre
External Relationships:	HMRC, suppliers, donors, bankers and others

Job Purpose

To manage the accurate recording and payment of all expenditure and external invoicing comprising:

Income

- Recording donations and purchases from reception on the fundraising database
- Posting income on the bank statements onto the fundraising database
- Record and bank cheques
- Record and bank cash
- Record all online receipts onto the fundraising database
- Transferring transactions to Quickbooks via download

Purchase Ledger

- Receive and collate all invoices and expense forms; allocate coding and record on accounting system
- Highlight anomalies to appropriate personnel for checking
- Distribute all invoices to check coding accuracy and for approval; process when returned as necessary
- Set up payments for authorisation
- Check and clear arranged bank payments through the bank and on accounts system
- Manage expenditure queries
- Reconcile supplier statements as received
- Maintain files relating to all expenditure

Sales Ledger

- Receive and collate all information for external invoicing
- Highlight anomalies to appropriate personnel for checking
- Prepare all invoices and despatch to clients; enter on accounts system; check that payments are received and allocated to sales ledger.
- Carry out credit control procedures and keep outstanding debt to a minimum
- Maintain all files and backup information relating to invoices
- Manage client invoice queries.

Other Accounting Duties

- Assist Finance Manager in all aspects of accounts preparation
- Reconciling bank statements on a weekly basis
- Highlight anomalies to Finance Manager for attention
- Manage banking arrangements
- Notify fundraising when funds are received
- Provide information for donors and trust applications
- Assist colleagues with budget and expenditure enquiries

General

As with any small organisation, there is a need to undertake a very wide range of activities to meet the organisation's needs.

All staff and volunteers at the Chilterns MS Centre agree to adhere to the Charity's Code of Conduct.

The post holder will be required to be aware of and maintain a strict code of confidentiality at all times.

This post is subject to a standard Disclosure and Barring Service (DBS) check.

Person Specification

Experience	
Proof of successful previous employment in a finance function in an appropriate position	Essential
Experience and a sound understanding of purchase and sales ledgers and bank reconciliation	Essential
Skills	
Approachable; "can-do" attitude	Essential
Meticulous and accurate	Essential
Flexible and inquisitive	Essential
Approachable and self-motivating	Essential
Has good communication skills at all levels both internal and external	Essential
Competent IT user	Essential
Familiarity with Quickbooks, Microsoft Office and other systems	Desirable