

## JOB DESCRIPTION

## Title: FINANCE ASSISTANT

**Key Responsibilities:** To undertake finance administration and provide administration support to the Manager and Team

**Accountable to:** Manager, Headway Thames Valley

**Hours:** 12 hours

**Job location:**  Brunner Hall, Henley on Thames / Home based

**Job purpose:**

At Headway Thames Valley we work to improve life after brain injury. Our small, highly committed staff team works together with our dedicated volunteers to provide support, services and information to brain injury survivors, their families and carers, as well as campaigning to reduce the incidence of brain injury in the Thames Valley.

In the current economic climate and in the face of challenges from the pandemic- it is essential that we are financially stable and able to continue delivering our services in a sustainable way. This may involve developing or changing the services we provide and securing funding from different sources from those we have previously relied on.

Although this will present challenges, in many ways it represents an exciting opportunity for innovation and transformation. This role is key to ensuring that our finances are well managed, and sources of funding are secured - to sustain the financial stability of the charity for the next 15 years. The post holder will be required to support the Manager / Headway Thames Valley Team and the Board in relation to financial management

As well ensuring effective finance administration for our charity, the post holder will be expected to be an active team player - supporting colleagues to deliver our services - and, whenever possible, raising the profile of our work and services in the local community and to potential supporters and sponsors.

Please see key tasks below.

**Key tasks:**

**Customers**:

* Create and send out invoices to local authorities and individuals on monthly basis.
* Responsible for all aspects of client funding, liaising with Headway Thames Valley staff together with Social Services/clients/carers to ensure that all funding avenues have been explored.
* Record payments and chase outstanding amounts
* Deal with all relevant enquiries
* Filing invoices

**Suppliers**:

* Process and pay all incoming invoices
* Make appropriate entries on Xero
* Deal with all relevant enquiries
* Filing remittances

**Payroll:**

* Liaise with charity payroll company on a monthly basis regarding any adjustments, overtime, new starters, leavers in plenty of time for the payroll.
* Collect overtime sheets by monthly deadline.
* Deal with queries regarding tax, National Insurance, Pensions with charity payroll company.

**Petty Cash:**

* Issue of petty cash on a day to day basis
* Draw cash from bank to top up as when required
* Enter all income and expenditure on the petty cash account on Xero.

**Banking**:

* Entering incoming cheques and cash in banking book and paying into bank on a regular basis.
* Making appropriate entries on Xero
* Monitoring income and expenditure on Barclays online system

**End of month**:

* Bank reconciliations for the charity’s various bank accounts
* Estimating accruals and prepayments and making the appropriate adjustments
* Producing the profit and loss account monthly and making the suitable adjustments in conjunction with the treasurer.
* Producing the trial balance
* Maintenance of the fixed asset register and posting of monthly depreciation charges

**End of Year**:

* Gift Aid returns to HMRC
* Assist the Treasurer in preparing for annual audit and liaising with auditors on any queries and audit trails.
* Assist the Treasurer to complete and submit the Charities Commission return and corporation tax return.

**Administrative duties:**

* Checking and ordering office and other supplies
* Arranging for contractors to visit for routine maintenance of heating, plumbing, alarms etc
* Arranging maintenance of vehicles to include MOTs, Services, as well as other repairs that are needed periodically. Liaising with garages on behalf of drivers.

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| **Service/Technical Responsibilities**   * Assist in maintenance of a safe, warm and clean environment. * Carry out all procedures in line with Headway Thames Valley policies |
| **Education, Training and Development**   * Identify any personal unmet training needs and seek to meet them * Actively participate in conferences, seminars and external meetings in order to promote the work of the charity and the interests of adults with acquired brain injury.   **General responsibilities**   * Promote Headway Thames Valley within the community and to the visitor * Avoid the disclosure of any confidential information * Make recommendations for improvements within the service * To undertake any other tasks as required of the service including fundraising events * Provide financial information for the Fundraising Manager as appropriate   The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.  Please see Person Specification below. |
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**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | GCSE level Maths and English or equivalent  **All round accounting experience is desired although we are interested in both qualified and QBE (qualified by experience) candidates.** |
| **Job knowledge / Experience / Skills** | Experience of working in an administrative role.  Strong computer literacy.  Excellent oral/written communication skills.  Excellent mathematical skills.  Able to function well in diverse settings and with a wide range of people.  Flexible approach to changes in circumstance.  Ability to manage a range of different responsibilities | Finance experience in a community / retail / education / charity setting  Comprehensive Excel experience.  Helping to compile fundraising bids  Experience in using Xero |
| **Personal Qualities** | Commitment to safeguarding and promoting the welfare of brain injury survivors  Punctual, reliable and honest  Resilient and able to work under pressure at times.  Able to prioritise own workload |  |

Please email your CV to Jamie Higgins, Headway Thames Valley Manager [jhiggins@headwaythamesvalley.org.uk](mailto:jhiggins@headwaythamesvalley.org.uk)