

## **JOB DESCRIPTION**

### **Finance Assistant**

#### **MAIN PURPOSE AND SCOPE OF THE JOB:**

**This is a supporting role within the Finance team ensuring accurate accounting of our income and expenditure for the charity.**

#### **POSITION IN THE ORGANISATION:**

**Reports to:** Financial Controller  
**Contract:** Permanent; Part Time/ Flexible  
**Hours:** 21 - 28 hours a week (Monday – Friday)  
**Location:** Pilgrims Hospice, Canterbury, Office based

#### **DUTIES AND KEY RESPONSIBILITIES:**

- Processing Purchase Ledger invoices
- Processing Sales ledger documentation
- Liaising effectively with internal and external stakeholders to maintain accurate records
- Follow established procedures for processing receipts, payments and cash
- Communicate with Suppliers via e-mail or telephone and respond to inquiries
- Assist with credit control
- Assist with posting Petty Cash expenditure
- Assist with Retail division of the charity, ordering paying in books, reconciling transactions
- Assist the Finance Officer – Purchase Ledger in training staff and volunteers with the Purchase Ordering system.
- Assist the Finance Officer – Purchase Ledger with the processing of our utilities invoices and in dealing with any issues arising with our utilities accounts
- Carry out other Financial tasks as per the Month end Procedures
- Checking and reconciling Supplier statements

#### **Administration:**

- Maintaining an efficient electronic financial records system
- Effective handling of incoming telephone calls, correspondence and internal and external visitors
- Undertaking other duties commensurate with the level of the post as directed by the Finance Controller

## **GENERAL RESPONSIBILITIES**

### **Corporate Governance –**

The post holder must, at all times, act honestly and openly and comply with relevant corporate governance requirements, employment legislation and standards of business conduct.

Post holders are expected to be familiar with and comply with all policies and procedures published by Pilgrims Hospices in East Kent.

### **Health and Safety –**

Under the Health & Safety at Work Act (1974), it is the responsibility of the post holder at every level to take care of his/her own health and safety and that of others who may be affected by his/her acts at work.

### **Data Protection –**

Ensure that all data is processed in a fair and lawful way for the specific identified purpose, in line with the General Data Protection Regulations (GDPR), national data protection legislation and Pilgrims Hospices' Data Protection Policy. Data must not be disclosed in any manner which is incompatible with the purpose and to any unauthorised persons or organisations.

### **Flexibility –**

The post holder is expected to work flexibly to be able to meet the challenges and opportunities of working within Pilgrims Hospices in East Kent.

*This Job Description is not exhaustive. This job description is a reflection of the current position and the post holder is expected to view it as a guide rather than an exact description of all duties and responsibilities. It may be subject to variation from time to time. The post holder will be required to undertake any other duties that may be required by the Line Manager, commensurate with the level of the post.*

## PILGRIMS HOSPICES – PERSON SPECIFICATION

This person specification sets out the essential, minimum qualities we are seeking for this post. Please ensure that your application demonstrates how you meet the criteria. You may include voluntary, unpaid and paid work.

	CRITERIA	Criteria Tested At		
		Application	Interview	Essential
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of 1 to 2 years' experience in an Accounting team</li> <li>• Experience of using Financial system</li> </ul>	✓ ✓	✓ ✓	✓
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Strong numerical and meticulous attention to detail</li> <li>• Detail orientated individual with passion for accuracy</li> <li>• Proactive attitude</li> <li>• Excellent organisational and time management abilities</li> <li>• Proficiency in using Accounting Software &amp; Microsoft Office applications, especially Excel</li> <li>• Effective communications skills - written and verbal</li> <li>• Ability to work independently and also to work within a team and be a team player.</li> </ul>	✓  ✓ ✓ ✓  ✓  ✓	✓  ✓ ✓ ✓  ✓  ✓	✓  ✓ ✓ ✓  ✓  ✓
<b>QUALIFICATION/ TRAINING</b>	A good standard of secondary education, including a minimum of grade C/4 in Maths and English GCSEs	✓ ✓	✓ ✓	✓ ✓
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A willingness to undertake any other statutory and mandatory training appropriate to the needs of the role</li> <li>• Flexible approach to work</li> <li>• Honest and reliable</li> <li>• An ability to maintain confidentiality at all times</li> </ul>	✓  ✓ ✓ ✓	✓  ✓ ✓ ✓	✓  ✓ ✓ ✓