

## VACANCY

### Finance Assistant

<b>Department:</b>	Finance
<b>Reports to:</b>	Deputy Head of Finance
<b>Direct Reports:</b>	None
<b>Designation:</b>	Permanent (4)
<b>Salary:</b>	Up to £10 - £10.50 per hour depending on experience
<b>Hours:</b>	35 hours per week – Monday to Friday 9.30am to 5.00pm
<b>Benefits / Equipment:</b>	Annually 30 days holiday inc. Bank Holidays (180 hours) Access to Newlife Pension Scheme Staff discount, following 12 weeks service Health Cash Plan at level 1, post probation 1 weeks company sick pay pro rata for part time employees

#### **About Newlife:**

Newlife's mission is to save and change the lives of disabled and terminally ill children, across the UK.

We have over 25 years of success and we continue to help disabled children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Child health research
- Action to campaign for change
- A 'training into work' opportunity for disabled adults
- Environmental protection

You can find out more about Newlife the Charity for Disabled Children by visiting our website: [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

#### **Post Summary:**

We are looking for a full time Finance Assistant to work alongside the Deputy Head of Finance and Financial Controllers, providing key accounting information and assisting with the day to day accounting duties. This includes banking, invoicing, payment runs and reconciliation.

You will be working as part of a small but busy finance team and this post will offer you the chance to be part of a rewarding not for profit organisation that helps to change the lives of children and families across the UK.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

## **Essential Requirements:**

- AAT qualification or other relevant qualification – you may be part qualified / qualified (post would suit level 2 AAT qualified)
- Experience as a finance assistant or in a similar role
- Excellent IT skills including knowledge of SAGE, Excel and Word
- Excellent communication skills with the confidence to work with people at all levels
- Ability to prioritise your work
- Real ability to work under pressure and hit deadlines
- Motivation and ability to work on your own initiative, but also play your part in the overall Finance team.
- Effective organisational skills and ability to maintain accurate and up to date records
- Flexibility in your approach
- Ability to work confidentially with honesty and integrity.

## **Desirable Requirements:**

- EPOS reporting
- Experience in till cash counting, balancing and investigation of discrepancies where necessary.
- Use of databases
- Prior experience of working in a charity.

## **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

- Daily banking of Charity income, tracking of all donations and working closely with the Supporter Relations Department to ensure correct allocation of funds.
- Inputting of invoices, cash and reconciliation on SAGE.
- Support in compiling key weekly/monthly finance reports (eg KPIs) for line and senior management.
- Collating and invoicing of Sales Ledger invoices for private miles and other as required.
- Assisting with monitoring of outstanding invoices for prompt resolution.
- Monitoring of spend against budgets for various projects within the Charity.
- Adhoc analysis work as required by other departments.
- Control account reconciliation on a monthly basis.
- Weekly supplier cheque / BACs payment runs.
- Checking issues with supplier statement.
- Creation / posting of cash sheets from the Charity's retail location, highlighting and resolution of variances to banking when required (holiday / sickness cover)
- Assisting with Audit where needed.
- Understanding all department processes to support other staff where needed.
- Any other tasks deemed necessary by the Financial Controllers / (Deputy) Head of Finance.

## **Additional Responsibilities / Expectations:**

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

## **Notes:**

All offers of employment will be made subject to satisfactory references being received.

All Newlife roles are subject to a 6 months probationary period.

## **Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better.

- People at our heart - every day.

**Interested?**

Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**To apply:**

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, by email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or by post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email or call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

**Other Info:**

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

