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| **Job Title:** | **Finance Assistant** |
| **Job Location:** | **ECHC Office** |
| **Reports to:** | **Business Manager** |

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| **Main Purposes:** |
| As a member of the finance team, you will support the team to deliver the organisations goals of providing excellence in governance, management and controls; and of providing effective systems and processes which support the team to deliver results for children, young people and their families. |
| **Areas of Responsibility:** |
| * Play a key role, as a member of the organisation’s finance team, in supporting the Business Manager and Finance Analyst in developing and delivering the organisational strategy, specifically those aspects relating to its associated financial plan. * Responsible for the initial preparation of information for management accounts including; * Checking and Processing all Supplier invoices, Staff expenses and Credit Card Payments (obtaining coding and authorisation). * Recording and processing all payments. * Undertaking account reconciliations including supplier statements. * Recording and posting all incoming sales. * Bank Reconciliations. * Working with shop manager to prepare stock records. * Provide assistance to the auditors during the organisation’s annual audit. * Responsible for monitoring and continually seeking and implementing improvements of the purchase order process. * Provide administrative support to the finance team as prioritised and show a can do attitude and willingness to find solutions to problems using own initiative. * Assist the Business Manager and Finance Analyst with account reconciliations and ongoing reviews of financial procedures to ensure the best possible financial management arrangement for ECHC. * Identify, develop and maintain positive relationships with ECHC’s five identified groups of stakeholders, in particular engaging and communicating effectively with suppliers, staff, volunteers etc. * Engage with the NHS and maintain a strong relationship with the hospital and its staff. * Any other duties appropriate to the role and in line with the needs of ECHC. |
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| **REQUIREMENTS** | **ESSENTIALS** | **DESIRABLE** |
| **Education & Qualifications** | HNC or equivalent in finance or equivalent professional experience | Additional qualification or membership of relevant, recognised professional body |

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| **Experience, Skills & Knowledge** | * Demonstrable experience of assisting in the preparation of financial reports and inputting of financial information * Demonstrable experience of excellent organisational and administrative skills, including effective strategies for managing competing demands and a varied workload, working to tight deadlines * Previous experience of using financial management systems and processes effectively * Evidence of ability to adapt and improve processes to increase efficiency * Evidence of excellent attention to detail * Strong IT skills with experience of using Excel * An understanding of financial policies and procedures * Self-motivated and able to work well independently as well as part of a team * An excellent communicator and evidence of ability to develop relationships at all levels * Experience of working with non-finance colleagues | * Experience of working in the financial function of a voluntary organisation * Experience of working with fundraising teams and an understanding of fundraising * Working knowledge of QuickBooks or similar cash management systems |
| **Additional** | * A passion for the rights of children and young people, and the strategic aim and purpose of ECHC * An ability to be empathetic and sensitive to the needs of ECHC’s beneficiaries * Positive individual with an obvious enthusiasm for the work of ECHC * Willing to occasionally work flexibly as the organisation requires * Willing to undertake additional study or learning as required to fulfil this developing role * A professional willing to convey the values of ECHC at all times |  |