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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
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| **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
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