

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Finance Worker</b>
<b>RESPONSIBLE TO:</b>	<b>Finance Manager</b>
<b>SALARY:</b>	<b>£26,147 Pro rata - £10,459</b>
<b>HOURS:</b>	<b>14 hours per week (Office based)</b>
<b>CONTRACT:</b>	<b>Permanent Subject to funding</b>
<b>HOLIDAY ENTITLEMENT:</b>	<b>26 days annual leave plus 10 public holidays pro rata</b>

A Disclosure Scotland Standard Police check will be required for this position.

### **Job Purpose:**

As a member of the finance team, the finance assistant will help assist the Finance Manager with the day to day processes within the finance team. These duties will help to provide sound financial advice to the management team and Trustees of Edinburgh Women's Aid by providing an effective financial management service.

The role requires the Finance Worker to be present in the office, which is located in the Stockbridge area of Edinburgh.

### **Main Duties:**

#### **Purchase/Sales Ledger**

- Processing and coding of invoices, credit notes and staff expenses to Sage 50 Professional
- Recording payments to purchase and sales ledger records on SAGE 50 Professional
- Setup and processing of supplier payments
- Issuing supplier remittances
- Assisting with reconciliation of supplier statements
- Assisting with credit control duties for sales ledger
- Uploading and filing of all invoices/credit notes and supplier statements

#### **Bank:**

- Posting of bank receipts for Grants and donations.
- Posting of bank receipts for Fuel and Housing benefit.
- Posting of bank payments accurately
- Assisting with monthly bank reconciliation

### **Credit cards**

- Processing of monthly credit card statements transactions
- Upload of credit card journals to SAGE 50 Professional
- Assist with reconciliation of the Credit card statements

### **Petty Cash and Cash Income**

- Holder of petty cash and cash income function
- Preparing the monthly petty cash and cash income report to be processed

### **Housing Benefit and Fuel Charges**

- Weekly update of the rent and fuel charges of our service users on our inhouse system
- Processing and reconciliation of housing benefits and fuel receipts
- Credit control duties for outstanding receipts

### **Salaries**

- Collation and preparing the monthly salary information.
- Liaise with the external payroll bureau, to ensure timely processing time.
- Check the information provided from the payroll bureau to allow the payroll to be authorised, for the BACS payments to be sent within the timeframes.
- Prepare and update all reconciliation reports and salary journal using Microsoft Excel
- Import the salary journal to SAGE 50 Professional
- Monthly pension duties

### **Procurement/Facilities**

- Assist the Finance manager and refuge team with procurement of refuge kits
- Assist the Finance manager with the office facilities contracts
- Assist with scheduling of maintenance/utility projects for both office and refuge properties.

### **General Finance Function**

- Monitoring finance inbox, and processing emails accordingly
- Assist the Finance manager with preparing the schedules for the annual audit
- Assist with the month-end/quarter end reporting.
- Assist with Report monitoring
- Assist with the submission of the electricity, gas and water meter readings for all Edinburgh Women's Aid properties.
- Assist the Finance manager identify opportunities for the organisation to achieve their value for money objectives.
- Assist the Finance Manager with one off project work, as of the needs of the organisation.

- Participating in regular supervision meetings and annual appraisals with your Manager, to monitor progress, set objectives and identify any training or development requirements.
- Assist with general admin duties including minute taking, answering our business line, welcoming visitors and handling enquiries.
- As required, provide finance support for fundraising activities.
- Remain up to date and compliant with all organisational policies and procedures.
- Comply with data protection legislation, confidentiality and information sharing policy and procedures, and any other legislation connected to your work.
- Some out of hours work required on occasion i.e. an evening for the EWA AGM, or a Saturday for a staff development day.
- Carry out other duties as reasonably asked by the Finance Manager or Management Team.

**Essential Requirements:**

- Minimum of an HNC Accountancy qualification (or equivalent qualification)
- Minimum of two years Payroll Experience, preferably with bureau experience
- Knowledge of SAGE Accounting software
- Understanding of cost centres and departments.
- Understanding of restricted and unrestricted funding
- Knowledge of Microsoft Excel at intermediate level
- Previous experience working in a similar role
- Excellent communication, both written and verbal, when dealing with colleagues, external agencies and service users.
- Good IT skills, particularly MS Office packages excel, word and outlook.
- Excellent attention to detail and accuracy in all work.
- Interest in developing an understanding of domestic abuse including the impact of domestic abuse on victims and their children.
- The ability to adhere to strict confidentiality and data protection requirements.
- The ability to learn to work autonomously, to prioritise and manage workload to deliver within tight timescales and deadlines.
- The ability to learn to collect, interpret data and produce reports.
- The ability to deal with stressful and difficult situations.

**Desirable Requirements:**

- Driving Licence

**Person Specification:**

- Be compassionate, empathetic and have the ability to work in a non-judgmental way.

# Edinburgh WOMEN'S AID

SUPPORTING SURVIVORS

- Act with integrity and respect towards colleagues, external agencies and service users.
- Be committed to equal opportunities and diversity issues in policy and practice.
- Ability to work as part of a small team and be a good team worker.
- Be resourceful and a good problem solver.
- Be optimistic about the possibility of personal growth and change.

Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010

Edinburgh Women's Aid is an Equal Opportunities Employer and welcomes applications from all sections of the community.

Company No: SC237521

Registered Charity No: SC028301