

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title</b>	<b>Finance Assistant</b>		
<b>Job Family</b>	Finance	<b>Deadline</b>	05/02/2021
<b>Service Area</b>	Finance	<b>Work Hours</b>	37.5 hours (weekly)
<b>Location</b>	Remote working (based in UK)	<b>Experience</b>	2 Years (minimum)
<b>Salary (annual)</b>	£23k - 27k (dependent on experience)		

<b>Job Purpose</b>
<p>To provide day-to-day accountability and running of the charity's finances including expenses, budgeting, income, making invoice payments, procurement, direct debits, cash flow, BACS payments, subscriptions of donors, database management and ad hoc reporting.</p> <p>To ensure iERA's communications are consistent with its key narrative.</p> <p>To project a professional image.</p> <p>To lead a healthy lifestyle</p>
<p><b>Finance</b></p> <p>While adhering to iERA's financial policies and procedures:</p> <ul style="list-style-type: none"> <li>- Prepare financial documentation such as bank statements for analysis purposes.</li> <li>- Authorisation of expenditure, applying value for money policy in purchases.</li> <li>- Regular and ad hoc financial reporting.</li> <li>- Perform routine calculations to provide analysis and produce reports.</li> <li>- Manage and update financial databases with the bespoke internal finance system.</li> <li>- Assist with return of year-end accounts, including to HMRC.</li> <li>- Administration of invoice uploading and checking to Intranet</li> <li>- Request reimbursement of unreceipted expenditure.</li> <li>- Create, send, process and follow up on invoices.</li> <li>- Collect and enter data for various financial spreadsheets.</li> <li>- Review reports, ensure all calculations and data entries are correct.</li> <li>- Reconcile any discrepancies or errors identified through discussion with employees and stakeholders. Assist the Financial Officer with high season workload.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>- Willing to participate in continued professional development.</li> <li>- Working outside normal office hours, weekends and bank holidays if required.</li> <li>- Any other duties commensurate with the responsibilities of the role.</li> </ul> <p><b>Policies</b></p> <p>Required to sign acceptance of various policies including:  Extremism Policy, People Platform Policy, Risk Management Procedure; Health &amp; Safety, Equal Opportunities, Dignity at Work.</p>

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Knowledge, Skills and Experience</b>			
<b>Generic role requirements</b>	<b>Job specific examples</b>	<b>Essential</b>	<b>Desirable</b>
Fundraising systems	Experience of using fundraising financial systems	✓	
Payment systems	Experience of using payment systems	✓	
Excel	Advanced proficiency in Excel spreadsheets	✓	
Word	Advanced proficiency in Word word processing software	✓	
Meeting deadlines	Ability to work under pressure to agreed deadlines and adapt to changing priorities	✓	
Commitment	A commitment to iERA's mission, vision and values	✓	
Language	An excellent standard of both written and spoken English	✓	
<b>Qualifications</b>			
<b>Generic requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
Accountancy qualifications	Accountancy background		✓
<b>Main Relationships</b>			
Financial Officer Finance Controller Office Staff			

Created by:	HR Consultant	Date:	18/06/20
Approved by:	Nadeem Naz	Date:	18/06/20