

## JOB DESCRIPTION

<b>Department:</b>	Finance
<b>Job Title</b>	Accounts Assistant
<b>Accountable To:</b>	Finance Manager
<b>Based At:</b>	Head office, Leatherhead
<b>Salary Band:</b>	£18,000 to £22,000 pro rata
<b>Job Purpose and Context</b>	
<p>This role reports into the Finance Manager and is an integral part of a small team responsible for maintaining an efficient and accurate finance function within Rainbow Trust.</p> <p>This role performs a variety of general accounting support tasks including verifying the accuracy and processing of documents or records; updating and maintaining accounting ledgers, journals, and other records detailing financial transactions and updating and maintaining payroll records. This includes purchase orders, supplier invoices, monthly payroll changes, pension, staff expenses and petty cash.</p> <p>An essential part of the role is to ensure the completeness and accuracy of posting day-to-day transactions into the accounting and payroll systems and the maintenance of financial records including the maintaining of proper records for audit purposes.</p> <p>The post holder will live the Rainbow Trust Values and effectively communicate with our stakeholders, over the telephone, email and face to face at various events and meetings.</p>	
<b>Areas of Responsibility</b>	
<ul style="list-style-type: none"> <li>• Receiving and processing supplier invoices, expense forms, petty cash and requests for payment</li> <li>• Processing and entering data onto the Sage-50 finance system and the accurate and timely filing of records</li> <li>• Reconciling purchase ledger and general ledger accounts to relevant internal and external sources to ensure the completeness and accuracy of finance system.</li> <li>• Investigate questionable data and recommend actions to resolve discrepancies.</li> <li>• Purchase Ledger process             <ul style="list-style-type: none"> <li>○ Process Purchase Orders</li> <li>○ Process supplier invoices</li> <li>○ Reconcile and process Direct Debit supplier invoice payments</li> <li>○ Payment of invoices: reconcile ledger accounts to supplier statements</li> <li>○ Respond to supplier queries</li> <li>○ Preparation of BACs payments</li> </ul> </li> <li>• Quarterly VAT reconciliation</li> <li>• Processing expenses including checking content and authority</li> <li>• Processing monthly payroll submissions, and preparing control reports for</li> </ul>	

<p>monthly payroll review</p> <ul style="list-style-type: none"><li>• Processing monthly pensions submissions, ensuring auto enrolment is followed with accurate pension submissions</li><li>• Liaise with the HR department to ensure the accuracy and completeness of monthly information</li><li>• Support the annual payroll year end and P11D process</li><li>• Managing and processing petty cash transactions</li><li>• Assisting with daily cash and cheque banking</li><li>• Assist with maintenance and reconciliation of nominal ledger accounts</li><li>• Supporting the monthly nominal ledger close</li><li>• Support daily post opening</li><li>• To provide, where possible, support to the team in other areas such as daily banking, basic book keeping activities and account analysis.</li></ul>
<b>Leadership and Strategy</b>
<ul style="list-style-type: none"><li>• Provide support to the Finance Manager and team in maintaining an efficient and accurate finance function</li><li>• Professionally represent the department and the charity internally &amp; externally</li><li>• Commit to Performance Management Process and develop stretching objectives to meet business plan</li><li>• Take responsibility for own professional development</li><li>• Provide guidance and direction for volunteers and interns</li><li>• Live the Rainbow Trust Values</li></ul>
<b>Operational and Project Planning</b>
<ul style="list-style-type: none"><li>• Develop own individual work programme in consultation with line manager to weekly, monthly and quarterly time frames and use initiative</li><li>• Take proactive and individual responsibility for agreed objectives and targets.</li><li>• Contribute to team and department planning events and activity</li><li>• Operate in compliance with relevant legislation, best practice and corporate policy</li></ul>
<b>Working with Customers and Service Delivery</b>
<ul style="list-style-type: none"><li>• Respond effectively and promptly to enquiries, requests and all financial and payroll related queries from colleagues, supporters, customers and suppliers in line with best practice</li><li>• Deliver outstanding services to all colleagues, and other stakeholders, both internal and external to professional standards and corporate guidelines</li><li>• Build effective working relationships with other functions to better support your role and ensure efficient and controlled recording of income and direct costs</li><li>• Ensure that supporter and customer expectations are met and exceeded</li><li>• Check and release authorised payments to suppliers and staff</li><li>• Nurture long lasting relationships with donors, supporters and suppliers</li><li>• Report any complaints received to the team from suppliers, supporters or any other external or internal contacts</li></ul>
<b>Developing, Maintaining Systems and Procedures</b>
<ul style="list-style-type: none"><li>• Ensure that data relevant to areas of responsibility and activity is accurately recorded and stored</li></ul>

- Utilise and interrogate data to monitor progress towards personal objectives
- Effectively use the Finance systems (Sage), excel spreadsheets and suite of MSOffice products to keep records current, complete and accurate
- Complete regular data cleaning exercises
- Ensure compliance with data protection guidelines and corporate policy
- Contribute to wider data collection and analysis exercises across the department

#### **People Management and Development**

- Provide advice and support to volunteers and interns under the direction of line manager and to Volunteer Management guidelines

#### **Team Working and Collaboration**

- Contribute professional knowledge and expertise to team and department development, service delivery and evaluation
- Provide support to non-finance staff to ensure adequate understanding of financial processes and information to ensure adequate financial control for the completeness and accuracy of financial records
- Liaise effectively with the IT & Facilities Manager to ensure correct analysis of car information for P11D process
- Develop successful cross-team working with relevant Care, Fundraising, Engagement and Admin teams
- Act as a source of knowledge and expertise
- Collaborate effectively with colleagues across the department and organisation in order to enable deliver on priorities and objectives
- Proactively participate and present in team meetings
- Contribute to team building initiatives and activities

#### **Special Conditions**

- Some out of office work may be required from time to time in order that the organisation is able to deliver on its commitments to its stakeholders
- Some UK travel may be required from time to time.
- The list of responsibilities outlined above is not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.