



SUPPORTING FAMILIES
WITH A SERIOUSLY ILL CHILD

Accounts Assistant

Department:	Finance
Job title:	Accounts Assistant
Reports to:	Finance Manager
Based at:	Head Office
Salary:	£18,000 - £22,000 (pro rata)

Rainbow Trust Children's Charity enables families who have a child with a life-threatening or terminal illness to make the most of time together, providing expert, practical and emotional support, where they need it for as long as it is needed.

Job Summary

This role reports into the Finance Manager and is part of a small team responsible for maintaining an efficient and accurate finance function within Rainbow Trust.

This role is responsible for the accurate processing of financial information onto Sage 50 and the payroll system to ensure that staff and suppliers are paid on time; that managers receive complete and accurate monthly cost reports with clear descriptions of individual transactions to help manage budgets; and to support the Finance Manager to produce complete and accurate monthly management accounts.

The role includes the processing and checking of the monthly payroll requiring close working with an external payroll bureau and with the internal HR team.

The role includes managing supplier relationships, maintaining e-mail inboxes, and the processing of purchase orders, supplier invoices, staff expenses and petty cash.

The role is a job share and will require co-ordination of work-flow with a colleague.

The post holder will live the Rainbow Trust values and effectively communicates by telephone, email and face to face.

Areas of Responsibility

(Specific to role)

- Maintaining and ensuring a prompt response to the “accounts”, “expenses” and “payroll” email inboxes
- Receiving and processing supplier invoices, expense forms and petty cash onto the Sage-50 finance system with accurate descriptions
- Ensure that suppliers accounts, including direct debit accounts, are fully reconciled, and that issues or missing invoices are dealt with promptly
- Run the regular BACS payment process and ensure that suppliers and volunteers are paid on time
- Receiving and processing staff expense claims for payment and settlement through the payroll
- Ensuring the completeness and accuracy of the monthly payroll, processing monthly one-off or variable changes, and liaising with HR on all permanent payroll changes (e.g. starters, leavers and salary changes)
- Producing payroll control and reconciliation reports to support the monthly payroll review and sign off by the Finance Director and Director of HR
- Support the annual PAYE year end and P11D process
- Liaise effectively with the IT & Facilities Manager to ensure correct analysis of car information for P11D process
- Regular banking of cheques and cash at the local bank
- Proactively support non-finance staff and volunteers on any finance team process and help resolve any queries or difficulties.
- Maintaining the monthly processing register to ensure the completeness of receipt and processing of all data sources and co-ordination of workflows with job share colleague
- Ensure compliance with the Financial Limits policy at all times
- Quarterly VAT reconciliations

General Responsibilities

Leadership and Strategy

- Provide support to the Finance Manager and team in maintaining an efficient and accurate finance function
- Professionally represent the department and the charity internally & externally
- Commit to Performance Management Process and develop stretching objectives to meet business plan
- Take responsibility for own professional development
- Provide guidance and direction for volunteers and interns
- Live the Rainbow Trust Values

Operational and Project Planning

- Develop own individual work programme in consultation with line manager to weekly, monthly and quarterly time frames and use initiative
- Proactively work with a job-share colleague to ensure an efficient workflow hand over
- Take proactive and individual responsibility for agreed objectives and targets.
- Contribute to team and department planning events and activity
- Operate in compliance with relevant legislation, best practice and corporate policy

Working with Customers and Service Delivery

- 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
- Deliver outstanding services to all colleagues, and other stakeholders, both internal and external to professional standards and corporate guidelines
- Build effective working relationships with other functions to better support your role and ensure efficient and controlled recording of income and direct costs
- Ensure that supporter and customer expectations are met and exceeded
- Check and release authorised payments to suppliers and staff
- Nurture long lasting relationships with donors, supporters and suppliers
- Report any complaints received to the team from suppliers, supporters or any other external or internal contact

Developing, Maintaining Systems and Procedures

- Ensure that data relevant to areas of responsibility and activity is accurately recorded and stored
- 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, GPDR and corporate policy
- Contribute to wider data collection and analysis exercises across the department

People Management and Development

- Inspire and provide advice and support to volunteers under the direction of line manager and to Volunteer Management guidelines
- Recognise and value the contribution of volunteers

Team Working and Collaboration

- Contribute professional knowledge and expertise to team and department development, service delivery monitoring and evaluation
- Collaborate effectively with colleagues in all teams to deliver on priorities and objectives to ensure delivery of a high-quality service
- Act as a source of knowledge and expertise to colleagues
- Proactively participate in team meetings and away days as well as staff conference
- Contribute to team building initiatives and activities including SBI feedback

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.