

PAINSHILL

JOB DESCRIPTION

Job title:

Finance Assistant

Reporting to:

Director of Finance & Administration

Direct Reports:

None

Salary:

£28,000 - £32,000 per annum depending on experience

Working Hours:

Working week: 5 days/37.5 hours per week with a 60-minute unpaid break

Days of work: Monday to Friday

Hours of work: 8.30am-5.00pm

Location:

Painshill, Portsmouth Road, Cobham, Surrey, KT11 1JE

The role:

This is a key role in a small finance team providing practical and high-quality support in the organisation and operation of the charity.

The Finance Assistant will be responsible for accurately recording income and expenditure as well as reconciling balance sheet control accounts and other day-to-day, month-end and year-end functions within the Finance department. Alongside this, ensuring that systems and processes are efficient and effective, and that internal and external regulations are adhered to in relation to payments and receipts.

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Main responsibilities and tasks

Purchase invoices and expenses	<ul style="list-style-type: none"> • Ensuring authorisation procedures are adhered to including checking purchase orders where applicable • Inputting into accounting system • Ensuring they are coded in line with the charity's finance manual • Making payments in line with credit terms • Raising remittance advice
Sales invoices	<ul style="list-style-type: none"> • Raising invoices in the accounting system • Monitoring receipts in line with credit terms • Manually processing transactions when required
Takings	<ul style="list-style-type: none"> • Reconciling and posting of cash and credit card takings to till reports weekly and recording on banking spreadsheets • Inputting into accounting system • Banking cash • Posting and reconciling internet transactions
Monthly reconciliations	<ul style="list-style-type: none"> • Bank reconciliation for Painshill Park Trust and Painshill Enterprises • Sales and purchase ledger reconciliations and reviewing supplier statements • Reconciling admissions, membership, retail and events income to Vennersys till system • Reconciling intercompany accounts • Monthly prepayments, accruals, and deferred income schedules
Journals	<ul style="list-style-type: none"> • Preparing and posting journals as required
Ad hoc	<ul style="list-style-type: none"> • Completing ad hoc tasks as requested
General	<ul style="list-style-type: none"> • Answering the phone and dealing with queries • Prioritising requests for help with financial issues across the charity and offering solutions • Filing and archiving financial documents • Planning, organising and managing your own workload in line with the charity's monthly financial reporting process • Carrying out ad-hoc projects assigned by the Director of Finance or Director • Maintaining strict confidentiality in respect of all information held within the office

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Person specification

Essential

Qualifications and Experience

- Experience in finance, accounting or bookkeeping (minimum of 2 years)
- Experience using accounting software (Accounts IQ, Xero, Sage or similar)
- Good IT skills including excel

Desirable

- AAT qualification

Skills and Personal Qualities

- High attention to detail and accuracy
- Good communication skills
- Independently driven
- A team player committed to building positive internal and external relationships
- Ability to multi-task

Desirable

- Previous experience in a similar role in a heritage, culture or natural environment
- Previous experience of working in or with a charity

Please note: The above Job Description is not exhaustive and the post holder may be required to undertake other duties which are broadly in line with the above key responsibilities and the overall business objectives of Painshill.

To Apply: Please send CV and covering letter to Recruitment@painshill.co.uk

Closing Date: Wednesday 10th June at 11.59pm

Interview Date: Monday 15th June

Start date: ASAP