

Job Description

Title:	Finance Assistant
Hours:	Up to 15 hours per week (negotiable)
Office Base:	Carers Plus Yorkshire, Snainton Scarborough
Line Management:	Finance Lead
Contract:	Open

Job Summary:

The postholder will work with the Finance Lead in all aspects of the financial running of the organisation. You will have knowledge of financial processes and either a relevant qualification, or qualified by experience. Experience in the use of accounting software and MS Office is also required. You will need to work accurately, with an eye for detail and an awareness of confidentiality.

You will be part of the Finance and Admin team be proactive with a positive approach to the work. Willing to learning and contribute to ideas to keep abreast of any changes that might develop as an integral part of the team.

Key Duties:

- a) Data inputting of day to day financial transactions using Sage 50 accounts
- b) Payment of invoices and expenses in accordance with procedures
- c) Raising sales invoices
- d) To assist with quarter and year end procedures, including budget reports and VAT returns
- e) To assist with payroll
- f) To maintain internal financial systems
- g) To assist with bank and credit card reconciliations
- h) To provide cover for Finance Lead in the case of annual leave / sickness

General Duties:

- 1. To maintain strict confidentiality over personal information relating to individuals, being GDPR compliant
- 2. To comply with Carers Plus Yorkshire's policies and procedures and maintain the standards and code of conduct required and expected by the organisation.
- 3. To understand and comply with CPY Safeguarding Policies and Procedures and undertake training as required for your role.
- 4. To maintain monitoring and recording systems, using Charitylog data base (training given)

5. To assist in maintaining an accurate and comprehensive information resource which is accessible to staff, carers and other agencies.
6. To support the work of individual CPY volunteers as required and requested.
7. To advise Carers Plus Yorkshire of ways to improve its own service and other services for local carers, using knowledge and experience gained from carers themselves, and to record unmet need.
8. To identify and agree with his/her Line Manager his/her own training and development needs and seek ways to address them.
9. To prepare for, attend and contribute to regular one-to-one supervision sessions and team meetings.
10. Be an active participant in staff Team Meetings.
11. To provide appropriate cover for staff absences.
12. To represent Carers Plus Yorkshire at a local or regional level when required.
13. To work with the whole team to support promotion of CPY services and to undertake any tasks required to raise awareness of the services offered.
14. To take responsibility for specific pieces of 'project' work in line with agreed project work plans and in agreement with the Chief Executive Officer.
15. Any other duties as required to support the organisational priorities and Business Plan, in agreement with Chief Executive Officer.
16. To be flexible with contracted hours as required by Carers Plus Yorkshire and in agreement with Line Manager.

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This Job Description is not meant to be exhaustive and the organisation reserves the right to require the job holder to be flexible and perform duties other than those listed according to the changing requirements of the organisation.

This job description may be reviewed in consultation with the postholder from time to time.

August 2023