

Finance Assistant

Job Description

Job Title: Finance Assistant

Salary: £ 24,000-25500 pro rata, subject to qualifications and experience
(£14,400-15,300 salary for 22.5 hours per week)

Benefits include:

- Generous annual leave allowance
- Fair company sick pay
- Maternity leave
- Paternity leave
- Compassionate leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program

Reports to: Head of Finance

Location: Oxford

Some home may be possible. Travel throughout Oxfordshire and further afield may be required.

Hours of work: 22.5 hours per week

(This is a part time role, to be worked over 3 or more days. Exact working days and pattern to be confirmed with the successful candidate)



Job purpose

This role is key to ensuring Oxfordshire Youth's finances are executed robustly and accurately. As a charity, financial stability is key to our ability to deliver our much needed services and support for young people and the youth sector in Oxfordshire.

You will provide experience, support, and an understanding of clerical and financial duties, working closely with the Head of Finance to ensure financial procedures and reporting are thorough and effective, well budgeted and are meeting the needs of the growing charity.

Key responsibilities

- To assist in providing an effective system of financial management controls and procedures.
- Loading and posting of supplier invoices onto the finance system, paying suppliers, and expenses and coding of bank transactions
- To assist in timely month end processes, posting journals and ledger reconciliations
- To assist in producing monthly management accounts
- Run reports on cost centers actual vs budget.
- Provide regular updates on financial performance,
- To contribute to the production of financial information for year-end, budget, and fundraising grant/contract purposes as directed
- To track costs versus grants for restricted funds
- To process and claim all Gift Aid.
- To support the monthly payroll processes and associated administration

General

- To attend team meetings and regular supervision with line manager
- Keep up to date with relevant and associated policy developments, adhering to Oxfordshire Youth's policies and procedures
- To ensure all pre-employment checks are carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- To undergo training enabling personal and professional development
- To undertake other relevant duties related to the further development, promotion and sustainability of the charity

Safeguarding

May
2022

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

This job description is subject to amendment following discussion with the post holder.

Specific tasks and duties will be shared at the interview and during the induction process



What we are looking for

Essential

- Previous experience in a similar position
- Good IT skills to interrogate accounting systems (e.g. Xero) and pull out necessary reports
- IT skills including Excel, Word, PowerPoint, Google Suite and CRM systems
- Comfortable dealing with numbers. A questioning mind to look at data and investigate discrepancies
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- The ability to solve problems and think creatively
- An unwavering commitment to Oxfordshire Youth's vision, mission and values

- Integrity and discretion when dealing with sensitive information
- A commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practice
- Respecting differences and challenging prejudice and discrimination
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills

Other desirable skills

- Understanding of double entry bookkeeping i.e. formal training or prior experience
- Experience of reporting actuals results in the P&L vs budget and explaining variances
- Experience of managing a bank account online i.e. loading payments, setting up suppliers etc.
- Experience using the Xero accounting IT system
- Ability to work with senior management & take the finance lead role when required
- Previous experience working in the not-for-profit sector

Please note that unfortunately, Oxfordshire Youth is not a sponsorship providing organisation. Please feel free to contact us if you have any questions.

Applications will be reviewed as and when they are received.

To apply, please send a copy of your CV accompanied by an application form to recruitment@oxfordshireyouth.org alternatively, [click here](#) for more information.