

JOB DESCRIPTION

Job Title:	Finance Assistant
Reporting to:	Finance Controller
No. of direct reports:	0
Department:	Finance
Hours:	37.5 with some flexibility to attend evening meetings
Grade:	5

JOB PURPOSE

To have responsibility for day-to-day financial processing. You will provide regular financial reports to the operational management team, assist the Financial Controller with monitoring, maintaining and developing adequate financial controls and processes for both associations. You will also work with the Financial Controller to ensure compliance with all regulatory requirements relating to Company and Charity Law in support of our charitable aims.

DUTIES & RESPONSIBILITIES

1. To be responsible for the day-to-day administration and management of the financial procedures and accounts for both Milton Keynes YMCA and Northampton YMCA

- To maintain the accounting systems and the recording of transactions in the accounting records to include: sales and sales ledger, purchases and purchase ledger, cash books, petty cash and nominal ledgers.
- To ensure invoices are issued to and debt collection procedures applied to users and contractors, rent and services charges collected from commercial tenants.
- To supervise the processing and payments of accounts to creditors in a timely manner.
- To carry out the procedures in place for regular reconciliation for the detailed reporting of debt and income within the main accounting system whilst also ensuring all schedules are reconciled to Xero on a daily, weekly and on a monthly basis.
- To reconcile cash books to bank statements, petty cash balances held and to be responsible for the preparation and maintenance of cash flow reporting systems.
- To manage and administer the accounting entries of other (non - resident rent) YMCA activities e.g. retail units, café and conferencing facilities.
- Preparing and completing Period and Year End procedures.

2. To Support the Financial controller in the preparation and management of financial information

- To assist the Financial Controller to monitor income and expenditure on a monthly basis in order to work with and ensure cost centre managers adhere to agreed budget and are advised on strategies and actions that can be taken to make any corrective measures that may be necessary.
- Ensure all month and year end schedules are completed to agreed timescales and reconcile back to Xero.

3. To adhere to and help deliver and develop both associations financial policies, and Financial Governance arrangement

- To contribute to the on-going development and updating of the financial Policies and Procedures.
- To contribute to the production of monthly and quarterly management accounts for both committee and Board to allow robust monitoring.
- To support the production of year end accounts for both associations and the annual returns to relevant statutory bodies as maybe required.
- To assist during the annual audit process.
- To keep abreast of developments in standard accounting practices and regulations by reading, peer mentoring and attendance at training / seminars as may be appropriate.
- To identify the need and to implement changes to the finance processes as required.

4. To be involved in the various aspects of Milton Keynes YMCA as required and of the YMCA Movement as a whole.

- To attend departmental and other relevant association meetings as may be necessary.
- To support other members of the staff team in their areas of work as appropriate.
- To be responsible for ensuring adherence to the YMCA Health & Safety policy and procedures by taking an active role in instilling an appropriate safety culture within your team, ensuring staff accountability, and promoting continuous staff training.
- To undertake any other duties in line with the role and commensurate to the post, assist in the development of YMCA policies and procedures as deemed appropriate by the Chief Executive.
- To develop an awareness of the various aspects of the YMCA movement and to be able to apply this knowledge in the day-to-day work of the Support Services Team.

SCOPE & LIMITS OF AUTHORITY

The post holder will establish a regular work pattern to ensure the accurate and effective processing of MI records across all areas of the Association.

It will be essential that the post holder can establish and develop good working relationships with cost centre managers, strategic managers, suppliers and contractors, commercial tenants, YMCA users, etc. It is essential that the post holder always maintains confidentiality.

PERSON SPECIFICATION

KNOWLEDGE	ESSENTIAL ✓	DESIRABLE ✓
Sales and purchase ledger experience	✓	
Credit control experience	✓	
Office software – Word / Excel	✓	
Banking and petty cash	✓	
Reconciling financial information	✓	
Xero	✓	
Preparing reports		✓
Payroll		✓
Inform or similar database		✓

SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Excellent communication skills	✓	
Ability to build effective relationships both externally and internally and at all levels	✓	
Strong Number skills	✓	
Excellent attention to detail	✓	
Organised and good at planning	✓	
Competent IT skills	✓	
Natural problem solver		✓

ATTITUDE	ESSENTIAL ✓	DESIRABLE ✓
Can do attitude – goes the extra mile	✓	
Ability to work independently	✓	
Team orientated	✓	
Uses initiative	✓	

