

## Finance Assistant (part time)

**Job Title** Finance Assistant (Part time)

**Accountable to:** CEO, Board of Trustees.

**Location:** Acton London W3

Community Activities Project Ealing (CAPE) was founded 20 years ago, to meet the needs of individuals living with mental health needs in the local community. Our founding service was a safe place in the form of a Café where people could meet and take up peer support. This service continues to this day. However, over the years we have recognised that we are working with a wide range of needs that have an impact on an individual's mental health and well-being, so we have developed and continue to develop a suite of services to respond to a wide range of needs. We focus on the individual not just the diagnosis, which encourages us to recognise that each person is different and has complex needs and so our response needs to be multi-layered.

### Job Purpose

- To assist the Director, Head of Recovery, those with budget responsibilities and the Board of Trustees, and in doing so, ensure that the Charity complies with its governing document, charity law, company law and any other relevant legislation or regulations including Finance policies.
- Key responsibilities will include
- Maintain the latest SAGE package across CAPE and its trading arm CAPE Shops Ltd
- To provide training to those responsible for cost centres on SAGE.
- Produce monthly management accounts
- Produce quarterly management accounts for presentation to the Board
- Inputting purchase ledger invoices
- Bank reconciliation's, allocating all receipts and payments
- Assist the CEO and Board of Trustees in the development and review of finance policy
- To advise CEO and Board of Trustees on budgetary matters and cash flow information.
- Preparation of the annual budget template, guidelines and overall report.
- Interpret and provide value added commercial analysis, working closely with budget holders across the charity and its trading arm, and ensure budget holders are provided with information needed.
- Monitor and advise on capital expenditure in line with the budget.
- providing information as requested by the CEO for reports
- Engaging with contractual agreements with suppliers.
- Assist CEO in Liaising with external Auditors
- Prepare and produce statutory accounts for presentation to Auditors
- Liaise with external tax advisors
- Annually calculate and submit gift aid recovery from HMRC
- Facilitate grants and funding - ensure compliance
- Support the CEO and the Head of Recovery in the development of bids and funding streams.
- Inputting monthly payroll submissions and approvals
- Produce and input monthly payroll journal
- Liaising with Insurance Brokers ensuring best value for money
- Liaising with utility providers ensuring best value for money
- Any ad hoc duties requested by CEO

### **Required qualifications and experience**

- Qualified or working towards AAT with advanced MS Excel skills with the ability to analyse, manipulate and extract data.
- Extensive experience in working with SAGE packages
- Hands on Finance Assistant able to work autonomously, and hit the ground running
- Experience of working within a charity- desirable

### **Terms and Conditions**

- **Job title:** Finance Assistant (part time)
- **Accountable to:** CEO and Board of Trustees
- **Salary:** £23,654 pro rata + 5% pension
- **Annual leave:** 25 days' pro rata
- **Probation period:** six months
- **Notice period:** 1 months
- **Hours:** 25 hours per week

**Interview Date** 12<sup>th</sup> July 2018