

Liverpool Charity and Voluntary Services

Job Description

Team	Finance
Job Title	Finance Assistant
Salary Scale	£24k-£25k
Accountable to	Finance Manager
Staff Responsible for	None
Main working contacts	Suppliers, Bank, LCVS staff and clients

Main Purpose of Post:

To maintain the financial administration of LCVS accounting records.

To assist in the general administrative tasks of the finance team and recommend process improvements.

Main Responsibilities

1. To input and reconcile nominal, purchase, sales & investment ledgers, including debt recovery, to set deadlines.
2. To carry out the required finance processes for Charity services.
3. To produce monthly reports and summaries.
4. To operate bank and cash systems, bank reconciliations, petty cash and maintaining associated records.
5. To assist in operating Payroll and maintaining associated records as required.
6. To assist in admin for Community Accountancy as required.
7. To assist in all areas of general administration involving use of spreadsheets.
8. To recommend process improvements and make best use of systems.

General

1. To work as part of the team with other staff at LCVS and external stakeholders.
2. To implement and follow LCVS policies and procedures.
3. To maintain accurate records for your areas of responsibility.
4. To undertake any training necessary and participate in the organisation's appraisal system and identify further training and personal development needs.
5. To represent LCVS and undertake other tasks in support of the organisation as required by your line manager.
6. The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.

Equal Opportunities

LCVS is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age, or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services.

Job Description

All jobs are subject to change from time to time and this job description will be reviewed regularly.

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post.

Prepared by: Emma Ho-Jolley

Approved by: Helen Rotheram

Date: September 2024

Person Specification**Finance Assistant**

KEY: E= Essential D= Desirable A= application I = interview R= references P= Practical S= Short listing criteria		
Requirement	Essential/ Desirable	Assess from:
Qualifications		
Four GCSE at grade C or above including Maths and English	E	A, I, S
AAT accounting qualification or equivalent	E	A,I,S
Knowledge		
Good knowledge of Microsoft products eg Excel/Word	E	P, A, S
Skills		
Evidence of numeracy	E	P A I R
Keyboard skills and Computer literate	E	P A I R
Good customer support skills	E	A I
Good organisation	E	A I
Literacy		
Good standard of written and spoken English	E	P A I S
Experience		
Experience of input of financial data	E	A I R S
Personal Attributes		
Committed to equal opportunities, anti-discrimination, anti-oppressive policy and practice and social inclusion	E	A S, I
Committed to the values and work of voluntary and community organisations	D	I
Able to work as part of a team and on own initiative.	E	I
Enthusiastic and Self motivated	E	A, I
Ability to work sensitively with people of differing viewpoints.	E	I