

## Job Description – Finance Assistant

Home-Start Stroud and Gloucester

|                |                                                  |
|----------------|--------------------------------------------------|
| Job Title      | Home-Start Finance Administrative Assistant      |
| Employer       | Home-Start Stroud and Gloucester Trustees        |
| Responsible to | The Home-Start Office and Finance Coordinator    |
| Hours          | 8 hours per week over 2 days (Thursday & Friday) |

### Main Purposes of the job

1. Finance Administration Tasks.
2. To assist the office and finance coordinator with the efficient administration of the Charity

### Key areas and main tasks of the job

- Maintaining the efficient management of the Xero financial system (alongside the office Manager, Treasurer and Accountant)
- Taking responsibility for payment of incoming invoices
- Processing volunteers, staff and trustee expenses
- Processing staff salaries, pension and HMRC payments
- Act as cheque signatory and meet regularly with Accountant/Treasurer to reconcile and go through any queries
- Prepare and file annual returns to Company House and Charity Commission and update site as necessary (alongside Accountant/Treasurer)
- Inputting data information into office system
- General office duties include answering the telephone, word-processing, photocopying.

The Home-Start Assistant Finance Administrator is expected to work within the ethos of Home-Start and have high standards of practice. The need to respect confidentiality is paramount, as is a mature and flexible approach to the work.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

This post is subject to a DBS enhanced disclosure.

**Salary: NJC point: 6**

**This job description was updated on 28/7/2021**