

Role Profile

| Overview | |
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| Role | Finance Assistant |
| Main Purpose | To work as part of the finance team assisting with the financial administration of the organisation, processing a high volume of transactions in multiple currencies and posting to Microsoft Dynamics Business Centre software. |
| Department | Finance |
| Location | Manchester, or UK remote working considered |
| Reporting To | Director of International Finance |
| Main Duties | |
| <ul style="list-style-type: none"> • Assist with scanning and recording and coding cheque, credit card and cash donations • Create sales invoice when required • Monitor POs, matching invoices to POs once available • Scan purchase invoices and expense claims and store in SharePoint • Code, check and process purchase invoices and staff expenses • Post transactions into Microsoft Dynamics Business Centre (MDBC) including allocation of VAT • Match receipts to credit card statements, code and input • Prepare weekly payment runs for UK entities, including intergroup transfers • Assist with preparation of VAT returns for HFJ • Prepare financial information for audit as required • Assist with internal audit processes where required • Provide cover for equivalent tasks for SFA during periods of SFA Finance leave • Any other reasonable duties as directed • Ad hoc financial administrative tasks • Understand and uphold the standards outlined in the Hope for Justice Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise | |
| Key Result Areas | |
| <ul style="list-style-type: none"> • Accurate coding and posting of purchase invoices, credit card statements & expenses • Timely posting of data by required monthly deadlines • Purchase orders matched to Purchase Invoices • Ensuring payment runs are accurate and issued weekly or as agreed • Sales invoices raised and posted are timely and accurate • Debt reports produced monthly with commentary | |

| Soft Skills | Technical Skills |
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| <ul style="list-style-type: none"> • Self-starter, capable of acting on own initiative and proactively managing workload with an ability to multi-task effectively • Able to work collaboratively with a range of colleagues in the wider organisation as well as with external stakeholders • Well placed sense of, able to exercise absolute discretion and confidentiality • Excellent interpersonal, diplomatic, written and verbal communication skills • Meticulous attention to detail • Demonstrable ability to analyse statistical and financial data • Ability to ‘think outside the box’, generate and implement creative solutions • Able to work autonomously and with versatility, meeting unexpected and often tight deadlines • Able to discuss matters/issues with Senior staff members | <ul style="list-style-type: none"> • Experience of MDBC an advantage • Proficient in Excel (ideally PIVOT tables and LOOKUPS) • Excellent attention to detail • Ability to prioritise deadlines • Good communication skills |
| Experience & Education | |
| <ul style="list-style-type: none"> • Minimum 5 year’s experience in finance team • Experience of Microsoft Dynamics Business Central • Experience of working in an international / multicurrency environment | |