

JOB DESCRIPTION

Job Title:	Finance Assistant
Reporting to:	Head of Resources
Location:	Mahdlo, Egerton Street, Oldham, OL1 3SE. This role offers Hybrid/Agile Working.
Contract:	22.5 hours per week, permanent
Salary:	£22,500 - 26,500 per annum pro rata (dependent on experience)

Our Vision

To be a beacon of excellence for youth-led provision in Oldham.

Our Mission

To deliver high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability); to provide opportunities, raise aspirations and support young people to be the best they can be.

Our Values – The Way We Work

Passion
Respect
Inclusion
Dependability
Excellence

Job Purpose:

To undertake a range of administration duties to support the efficient running of Mahdlo, particularly supporting the finance function and key projects within the charity.

Main duties and responsibilities:

- Using the systems and software to appropriately record and monitor all income and expenditure, ensuring accurate data is available for the production of management accounts.
- Raising sales invoices and entering sales receipts onto Sage.
- Credit control.
- Processing purchase invoices and supplier payments.
- Maintain cash records, reconciling receipts to Salesforce on a weekly basis.
- Prepare bank and other online payment platform reconciliations
- Issue petty cash as requested, and ensure receipts/vouchers reconcile to cash balances.
- Processing gift aid.

- Maintenance and organisation of finance paperwork and folders.
- Initiate improvements to cash and record keeping systems in agreement with the Head of Resources as required.
- Report any discrepancies against the financial regulations to the CEO, ensuring confidentiality is observed.
- Recording of financial data on individual projects in the system software
- Support the preparation of appropriate reports
- Undertake any other duties and tasks as required.
- To understand and adhere to Mahdlo's policies at all times with particular reference to the Financial Regulations, Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- To be an active member of the team and deliver a focused, measurable contribution to Mahdlo's overall strategic plan operating in line with Mahdlo's values and principles.
- To take a creative and enthusiastic approach to making Mahdlo a valued organisation in Oldham and a leader in its field.

General Requirements:

- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Work in accordance with Mahdlo's culture, values, aims and objectives
- Act as a positive ambassador for Mahdlo at all times
- Be flexible and willing to undertake any other duties that may be reasonably be required

Additional Information:

- The hours of work are 22.5 hours per week and will be worked flexibly in line with the needs of Mahdlo and its key activities. This will involve working during the day, and occasional evenings and at weekends.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.
- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.
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NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed in consultation with the employee. As a general term of employment, Mahdlo may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Relevant book keeping / accountancy qualification		✓
Experience		
Bookkeeping experience	✓	
Experience or knowledge of working with charity accounts		✓
Experience of cash handling		✓
Experience of successfully undertaking a range of office administration duties	✓	
Knowledge and Skills		
Understanding of running a day to day finance system	✓	
Good understanding of office administration	✓	
Good organisational and prioritisation skills	✓	
Excellent working knowledge of IT, spreadsheets, word processing and computerised accounts packages (Sage and Microsoft Office preferred).	✓	
Attention to detail	✓	
Excellent numeracy skills	✓	
Ability to work quickly, accurately and to strict deadlines under pressure	✓	
Good verbal and written communication skills	✓	
Analytical and problem solving skills	✓	
Personal Attributes		
Self-motivated, able to use own initiative, be patient, helpful and flexible.	✓	
Positive and enthusiastic	✓	
Punctual and reliable	✓	
Commitment to personal and professional development	✓	
Must be able to work regularly during the daytime, evenings and at weekends	✓	