



## Job Description

Job Title:	Finance Assistant
Location:	Abbey House, Abbey Green, Chester, CH1 2JH
Hours:	21 hours a week (flexible)
Pay:	£11.86 per hour
Accountable to:	Operations Manager

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**Job purpose:** Maintaining financial and accounting records to support **acet UK's** operations and meet legal requirements.

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### Key responsibilities:

1. Administer and monitor acet UK's QuickBooks account in order to ensure that **acet UK's** finances are maintained in an accurate and timely manner and are compliant with current law and good practice. The main finance activities are:
  - Implement financial policies and procedures.
  - Ensure transactions are correctly recorded on the QuickBooks software.
  - Bank cash and cheque donations.
  - Record one off income items on the donations spreadsheet, liaising with the Administration Officer and Events and Membership Officer.
  - Monitor regular donations and highlight any anomalies to the Operations Manager.
  - Administer the Stewardship, CAF and Benevity accounts.
  - Process supplier invoices, payments and remittances.
  - Log and reconcile petty cash expenditure and staff expenses.
  - Liaise with Finasure, acet UK's payroll provider, with changes to the monthly salaries, raise salary payments and issue payslips to staff.
  - Monitor HMRC, NEST and any DWP monthly payments, ensuring these are paid by the specified deadline.
  - Monitor expenditure and flag up any issues to the Operations Manager and CEO.
  - Reconcile transactions on QuickBooks to the bank accounts liaising with the Administration Officer.
  - Prepare monthly financial statements of funds held for ACET Thailand, the House of Grace and Friends of ACET Uganda.
  - Arrange grant payments to international partners and produce receipts for the International Support Officer to track and log.
  - Keep a record of fixed assets and depreciation.
  - Assist with completing twice-yearly Gift Aid Claims.
  - Assist with preparing monthly financial reports for the Chief Executive and board of trustees.
  - Assist with the annual budgeting process.
  - Assist with the annual Independent Examination of the accounts.
2. Fulfil all personal obligations and requirements in regard to **acet UK** policies and procedures, with particular emphasis on health and safety, supervision, equality and diversity, data protection and confidentiality, child protection, financial controls and work standards.
3. Participate fully as a member of the **acet UK** team; uphold **acet UK's** ethos and values; take part in team meetings, and other meetings as required.
4. No job description can cover every issue that may arise within the duties of the post. The post holder will be expected to carry out other duties from time to time that are broadly consistent with those in this document.

This job description will be reviewed at the annual appraisal or as required by changing circumstances.



## PERSON SPECIFICATION: FINANCE ASSISTANT

REQUIREMENT	ESSENTIAL OR DESIRABLE?	HOW ASSESSED?
<p><b><u>Qualifications / Education / Training:</u></b></p> <p>Maths and English GCSE / 'O' level as minimum Maths to 'A' level or beyond</p>	<p>Essential Desirable</p>	<p>CV</p>
<p><b><u>Work/Life Experience:</u></b></p> <p>Data entry / financial administration experience Experience of using Excel Experience of working in a small organisation / team Experience of using financial software</p>	<p>Essential Essential Desirable Desirable</p>	<p>CV and interview</p>
<p><b><u>Knowledge:</u></b></p> <p>Voluntary sector HIV/AIDS, relationships, sexual health</p>	<p>Desirable</p>	<p>CV and interview</p>
<p><b><u>Skills &amp; Competencies:</u></b></p> <p>Personable Excellent numeracy skills Good written skills IT literacy – Excel, Word Excellent attention to detail</p>	<p>Essential Essential Essential Essential Essential</p>	<p>CV and interview</p>
<p><b><u>Attitude / Motivation:</u></b></p> <p>Flexible Self-reliant 'Can do attitude'</p>	<p>Essential Essential Essential</p>	<p>Interview</p>
<p><b><u>Personal Attributes:</u></b></p> <p>Team worker but also able to work on own initiative without supervision.</p>	<p>Essential</p>	<p>Interview</p>
<p><b><u>Other:</u></b></p> <p>Sympathy to the Christian ethos and values of acet UK</p>	<p>Essential</p>	<p>CV and interview</p>