# Living Options Devon

## Job Description – Finance Assistant

### Job Title: Finance Assistant - Exeter

**Hours:** 37 hours per week (Part Time Hours Considered)

**Salary:** £25,482 FTE.

**Location:** Living Options Devon Offices in Exeter (Hybrid)

**Reporting to:** Finance Manager

**About us**

Living Options Devon (LOD) is a charity whose vision is of a fully accessible and inclusive society in which every individual has the opportunity to achieve their full potential and take part as an equal and valued citizen.

We exist to ensure people with disabilities and Deaf people who use sign language can make an active and equal contribution in society. Specifically, we:

* Encourage people to feel more informed, valued and confident to take part in society through relevant training and support;
* Enable people to identify priorities and develop user-led services;
* Engage people in effective communication with local/national service commissioners and providers; and
* Empower people to raise awareness of what society needs to do to provide equality of opportunity both locally and nationally.

Living Options Devon strives to be user-led in all that we do and we welcome and encourage applications from disabled and Deaf people.

We believe in a fully accessible society where all people can enjoy freedom of choice and equality of opportunity. We operate a culture of open communication, empowerment and development, where individual differences and abilities are respected and people are encouraged to achieve their full potential.

# Job Role

The post of Finance Assistant is to deliver all operation aspects of the finance function up to the unadjusted trial balance level and provide support to the Finance Manager. The post-holder will be expected to carry out a wide range of financial, organisational, and administrative tasks, review processes and to liaise confidently with project staff, suppliers, and voluntary, public and private sector organisations.

**Main Duties:**

* Production of sales invoices, calculation, and creation, checking with relevant project managers and processing on Sage. Including Advocacy Spot Purchase, Engagement, Countryside Mobility site rentals and memberships, DAC and other contracts, VCSE, Access products, training, Counselling and room bookings. Turnover in the region of £2M and approx. 500 sales invoices pa excluding Paid Representative invoices produced by the Finance Manager.
* Full responsibility for credit control operation and appropriate and timely communication with project managers for support to obtain payment if required.
* Process PayPal account receipts in a timely manner, ensuring allocated to the correct department.
* Production of the regular supplier payment batch, enduring all necessary invoices are correctly coded, authorised and paid when due.
* Charge card expenditure processing, ensuring items correctly coded and authorised.
* Production of staff expenses summary for the payroll and maintain the detailed mileage records required for Paid Representative and spot Advocacy staff.
* Perform monthly bank reconciliation and liaison with the bank day to day queries and applications for changes in signatories and charge card holders.
* Liaise with and support staff who have Access to Work agreements to ensure staff understand their agreements and claims are accurate and timely.
* Liaising with a varying client group, from customers and suppliers to the executive team, corporate team, project managers and other project staff.
* Maintaining records, filing systems and computer files as required.
* Undertaking general clerical duties such as dealing with correspondence, filing, and photocopying.
* Review all the above processes for maximum efficiency and with a view to maximise electronic usage and storage.
* Provide support for the Finance Manager with system improvement suggestions, costings as requested and regular updates on how the operational aspects of the finance department are functioning.

**General Duties:**

* Any other administrative duties as required to ensure the smooth and efficient running of the organisation.
* Attend and participate in regular staff meetings.
* Attend appropriate training courses where identified.
* Attend and participate in regular work appraisals and any other support systems as appropriate.

**Person Specification**

**Finance Assistant**

|  |  |  |
| --- | --- | --- |
|  | ESSENTIAL | **DESIRABLE** |
| Education Standard | Good level of numeracy and literacy. | Level 3/A level |
| **Experience** | Sound experience of Microsoft Office and use of spreadsheets.  Experience of working in a finance department and with finance software and at times with a demanding workload  Experience of working independently | Prior knowledge of Sage 50 Accounts. |
| **Skills, Knowledge and Capabilities** | Excellent organisational and administrative skills.  Excellent keyboard skills and computer literacy, including use of the Internet.  Excellent written and oral communication and interpersonal skills.  Co-operative, flexible attitude to work routine and tasks, ability to prioritise, work to deadline, suggest system improvements and have your own initiative.  Self-motivated, reliable team player also able to work alone.  Good time management skills and ability to plan and prioritise. | Understanding of the issues facing disabled people. |
| **Other** | Full commitment to Equal Opportunities and the values and policies of LOD. | Interest in the voluntary sector and in disability issues. |