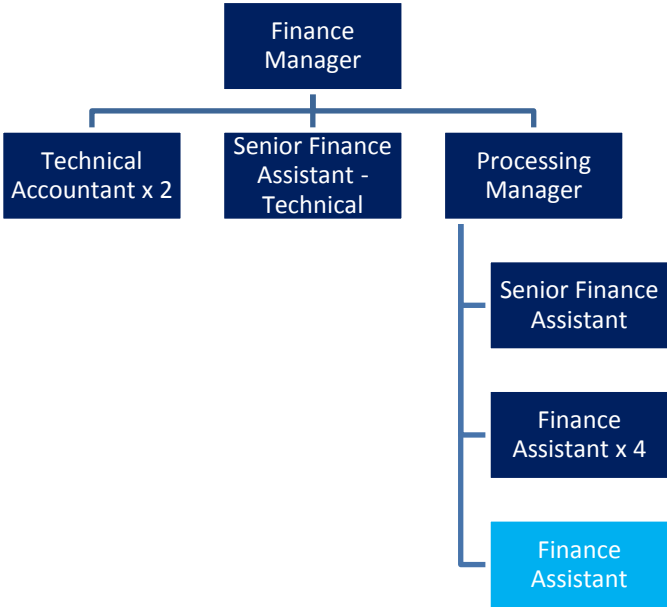


**Finance Assistant**

<b>DIRECTORATE:</b>	Corporate Services
<b>SECTION:</b>	Finance
<b>REPORTING TO:</b>	Processing Manager
<b>CONTRACT:</b>	Permanent



**WORKING RELATIONSHIPS:**

<b>Inside Diabetes UK</b>
The post holder will be located at Diabetes UK’s London office with the Finance team.
<b>Outside Diabetes UK</b>
Diabetes UK raises approximately £35m a year to spend on improving the lives of people living with Diabetes. The Board sets the priorities for the organisation and the Executive works to turn these priorities into activities with the maximum impact. Diabetes UK has a devolved structure with, a London office, three national offices and seven regional offices.

## **OVERALL PURPOSE OF THE JOB**

The main purpose of this role is to support the processing manager and to record financial transactions (income and expenditure) on to the donor management system and/or accounting system accurately. This role will focus on the accounts payable and income sections of the finance department on a 6 month rotational basis as part of the processing team. This role will be the first point of contact for transactional queries from stakeholders internal and external to the business.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **Income Section**

- **Income processing** – Scanning documentation and processing income received by the charity onto CIS in an accurate and timely manner. Sources of income includes CAF charity vouchers, cheques, cash, postal orders, direct to bank transfers, and third party transfers for which data loads are received (for example JustGiving and Virgin Money). This role is required to have a good understanding of source and product codes and how they interact with the accounting system and be able to apply coding consistently and advise the business if required, and have an understanding of which receipts qualify for gift aid.
- **Cheques and cash** – Checking that cheques and cash received by the charity is accurately recorded and resolving discrepancies where required. Completing paying in slips accurately and banking on a regular basis.
- **Bank statements** –Reconciling bank statements on a daily basis so that income received directly in the bank accounts can be processed.
- **Queries** – Resolving queries received in the generic inbox and through other channels within the agreed channels and to an excellent standard of customer care with regard to data protection legislation.
- **Process improvement** – Suggesting ways to improve the efficiency of processes, in particular using IT such as excel to load data into CIS.
- **Administration** – Ensuring that documentation is carefully filed and archived as required and information/reports distributed as required.
- **Credit Control** – prepare & issue statements and chase old outstanding debt.
- **Other** – Deputising for the senior finance assistant – income and providing cover for the finance assistants -payables and undertaking ad-hoc projects at the discretion of line management.

### **Accounts Payable Section**

- **Purchase invoices** – Scanning and registering purchase invoices with a purchase order, and scanning and registering non-purchase order invoices – this includes those under the purchase order threshold and invoices paid by direct debit. Resolving queries with suppliers and the business where invoices cannot be processed, and providing guidance to individuals where

processes have not been followed.

- **Expenses** – Checking the accuracy of volunteer and expense claims. This includes checking that expenses are supported by valid VAT receipts that VAT has been correctly allocated, that the expense claim has been signed by the claimant, that expenditure complies with the charity’s policies and that coding is appropriate. Liaising with staff and volunteers to resolve queries.
- **Credit cards** – Processing monthly credit card returns. Checking that the return agrees to the statement, that expenditure is supported by valid VAT receipts, ensuring that VAT has been correctly allocated, that the return has been signed by the credit card holder, that expenditure complies with the charity’s policies and that coding is appropriate. Liaising with staff to resolve queries and ensuring that all returns are received within the agreed timetable.
- **Payment runs** – Preparing payment run files for review by management on an agreed timetable, and resolving and correcting any exceptions raised by the review. Arranging appropriate times and dates with signatories for payment run sign off. Preparing the BACS file for submission and printing and posting cheques.
- **Grants** – Recording grants invoices on the grant system and importing details into the accounting system to allow payment.
- **Reconciliations** – Performing supplier reconciliations and other reconciliations as requested by management and in support of the year-end processes.
- **Administration** – Ensuring that documentation is carefully filed and archived as required, preparing paperwork for new direct debits, clearing the credit card, invoices and purchase ledger inbox on a daily basis, and handing out petty cash.
- **Other** – Deputising for the payables manager and providing cover for the finance assistants - income and undertaking ad-hoc projects at the discretion of line management.

## **PERSON SPECIFICATION:**

The best person for this job will be able to:

- Adhere to required processes and standards of working
- Identify issues/problems early and takes ownership of resolving them
- Create effective processes for self and others to optimise, monitor and evaluate outcomes and results
- Clarify objectives, sets priorities and manages workload effectively
- Build effective relationships on an on-going basis - listens effectively, encourages dialogue and seeks to develop mutual understanding.
- Demonstrate excellence in written and spoken communication
- Share knowledge and experience to improve results

The best person for this job will have experience in:

- Intermediate computer skills, in particular Microsoft Office with particular focus on Excel
- Ability to work accurately and swiftly with figures
- Problem solving skills
- CIS (IRIS Care)
- SUN
- IPOS
- Working in a finance department

The best person for this job will be:

- Educated to A level or equivalent
- Interested in studying for an accounting qualification
- Someone with a positive, can-do approach to getting things done
- Actively seeking and delivering new and innovative approaches.
- Flexible