##### Finance Assistant

## JOB DESCRIPTION AND PERSON SPECIFICATION

#### **Title:** Finance Assistant

##### Contract: Permanent

#### **Reporting to:** Director of Finance and Operations

**Rate: £34,367** (pro rata) rising on an annual incremental basis. War on Want also offers a 6% contributory pension scheme

**Hours:** Part time, 28 hours a week

**Holidays:**                  27 days annual leave (pro rata) which includes four closure days over the Christmas period; rising to 29 days after three years’ service and 30 days after five years.

**Based at:** Hybrid working. One day a month at War on Want’s head office, 44-48 Shepherdess Walk, London N1 7JP; more in-person days required on an ad-hoc basis

**Deadline for applications:** **5pm Friday 18 October 2024 however we will be recruiting on a rolling basis and interviewing as and when applications arrive. Please submit your application as early as possible at** [**https://system.citrushr.com/Job?uid=yccmpxnnqqzjgmhhjxpz**](https://system.citrushr.com/Job?uid=yccmpxnnqqzjgmhhjxpz)

**JOB DESCRIPTION**

War on Want works to challenge the root causes of poverty, inequality, and injustice through partnership with social movements in the Global South and by running hard-hitting campaigns in the UK in support of radical change.

We are looking for a Finance Assistant who is able to work in a fast paced and demanding role to support the organisation. A high level of professionalism and confidentiality is crucial. This role is responsible for ensuring that all financial matters are handled responsibly and is critical to the success of War on Want. The role involves processing transactions and journals, finalising month-end, preparing financial reports for various team members, checking financial transactions for corrections and coding errors. Setting payment runs on a weekly basis and preparing payroll are crucial parts of the role.

This role follows a hybrid working arrangement, reporting to the Director of Finance and Operation, and will involve working with colleagues across the organisation on the following tasks:

**Key tasks:**

* Maintain all books of prime entry and associated records and files.
* Ensure accurate and prompt payment of all authorised expenditure (weekly).
* Promptly and regularly bank all cash and cheques, ensuring their security and safekeeping at all times.
* Control the office petty cash float and perform monthly reconciliations.
* Prepare sales invoices as necessary and ensure debtors pay promptly.
* Ensure that an accurate and up to date nominal ledger is maintained.
* Regularly reconcile all control accounts including bank, salaries, PAYE, petty cash and maintain associated documents, working papers and analysis.
* Preparing monthly payroll for review and sign off. Setting payroll payments on the banking system.
* Assist in the production and monitoring of annual budgets and forecasts, monthly management accounts, year-end statutory accounts and any other management information required.
* Ensure all standing order receipts are input into database.
* Reconcile all donations recorded on donor database to accounting records, liasing with Database Officer as necessary.
* Running transaction reports for various staff members helping them, if needed, to analyse the contents and correct errors.
* Ensure all Gift Aid information entered on to database is accurate and income from this source is maximised.
* Prepare most month-end journals including gift-aid, income analysis and payroll journals.
* Prepare application to Inland Revenue for recovery of Gift Aid and other tax relief on a monthly basis.
* Work closely with all War on Want staff, providing advice and information as required.
* Provide cover for Finance and Operations Team.
* Any other reasonable tasks associated with post.

**Person Specification:**

Essential:

* At least 3 years’ experience as bookkeeper or Finance Assistant for a charity or company.
* Strong understanding of accounting fundamentals and demonstrable experience of working within a fast-paced environment.
* Experience and understanding of production of month-end management accounts and associated month-end processes and annual statutory accounts.
* Highly proficient computer skills including in-depth knowledge of Excel and major Microsoft programs.
* Proficiency in Xero accounting package and ideally Exchequer system.
* Accuracy and attention to detail.
* Good written and verbal communication.
* Ability to work without close supervision and meet standards and targets.
* Extremely proactive and eager to help.
* Experience of assisting the audit process.
* Commitment to the aims and objectives of War on Want.