# Bath_Mind_Logo_RGB

# Job Specification

**Job Title:** Finance Assistant

**Reports to:** Finance Manager

**Contract type:** Permanent Fixed hours

**Hours of work:** Part Time - 16 hours per week

**Salary:** £21,000 - £23,000 pro rata

**Location:** Bath Mind. 10, Westgate St. Bath

**About Bath Mind**

Bath Mind was established in 1998 by a group of local people with lived experience of mental ill health who wanted to provide information and activities for people in the community.  Since then, we have worked hard to develop what we do in response to local needs.

Many of our current staff have lived experience of facing mental health challenges; we have a greater understanding of the community that we support.

We are in contact with over 3,400 people annually to improve, prevent and maintain mental health and wellbeing.

While we are affiliated to national Mind, we receive no direct funding from them. We are a self – sustaining, independent locally run charity.

**About Bath Mind’s Finance Team**

The finance department comprises Manager, Officer and Assistant, working together as a team in a responsive way to provide financial management for the monitoring and sustainment of a solid financial future for Bath Mind.

The finance team work in the heart of the organisation, across all services, interrelating with staff, service managers, directors and Trustees.

**Overall Responsibilities**

You will be a key member of the finance team, maintaining accounting records, liaising with service managers and relevant staff to seek payment approvals, reviewing and processing bank payments, managing cash and cheques to bank. (See below for full range of responsibilities.) You will be expected to comply with Bath Minds policies and procedures.

**Specific Responsibilities**

* Timely and accurate input and update of financial data to internal systems
* Process purchase invoices, manage authorisations and raise bank payments
* Process sales invoices and payments
* Ensure all income is received within agreed timescales
* Manage digital filing of transactional evidence, by scanning, handling pdfs and other documentation
* Support the finance team in inputting transactions to Quickbooks
* Take cash and cheques to bank and maintain appropriate records
* Manage petty cash
* Track bank deposits and payments
* Support the preparation of management accounts
* Assist with financial audit
* Provide administrative support during budget preparation
* Manage the organisation’s utilities and direct debit payments
* Maintain your IT systems and communicate with IT support as necessary e.g., computer, printer, scans
* Support the finance team in review of finance management systems as appropriate
* Follow financial procedures and ensure compliance
* Perform any other tasks which are reasonable requests that may be made by the Finance Manager.

**Essential Criteria**

* Positive interest in pursuing a career in finance
* Level 2 Qualifications or above in Maths and English
* Good aptitude for IT, Microsoft Office (Outlook, Excel, Word)
* Experience of accounting software (Quickbooks) or desire to learn
* Excellent organisational skills
* A positive, professional approach and attitude
* Excellent communication skills
* Effective problem-solving skills
* Excellent interpersonal skills
* Self-motivated with ability to work on own initiative
* Demonstrated ability to support colleagues
* Ability to work to deadlines and under pressure
* Awareness of GDPR policies and procedures
* Demonstrated ability to multi-task
* Understanding of organisational culture
* Clear understanding of confidentiality requirements
* Demonstrated ability to share skills and knowledge with others
* A positive attitude towards people with mental health problems
* Clear understanding of equal opportunities
* An appreciation of the demands of working within a small but expanding organisation

**Desirable Criteria**

* Level 3 to Level 6 Qualifications in Maths, Accounting or Science
* Qualified to AAT Foundation level or above
* Experience of working within a finance department
* Experience of working in an office environment
* Experience of Quickbooks Online accounting software
* Experience of Charity finance
* Experience of working with a charity
* Knowledge of mental health services

**Communication Responsibilities**

To communicate comfortably by phone, video call, email or face to face.

To respond to telephone calls and general enquiries, to include communications with suppliers, funders and clients where necessary

To communicate with service managers and staff as appropriate

To adopt a team approach and be a proactive team member

To be non-judgemental and empathetic

To adhere to the policy of confidentiality and sharing of information

To be non-discriminatory

To promote positive perceptions of Bath Mind at all times

To liaise with users of Bath Mind services as required

To maintain positive working relationships with other employees and volunteers of Bath Mind

To attend supervision, appraisals and team meetings

To attend training and relevant courses for professional development

**Benefits**

25 day’s holiday per year + Public and Bank Holidays (pro rata)

Workplace Pension Scheme

Sick Pay

Employee Assistance Programme

Eligibility for charity discount via Blue Light Card