



JOB DESCRIPTION

Job Title:	Finance Assistant
Reports to:	Head of Finance
Salary:	£24,780 to £28,413 per annum (ILW)
Hours:	Full time 36.5 Hrs/week
Location:	WLM Offices, 19 Thayer Street, London, W1U 2QJ

PURPOSE OF THE POST

WLM has been doing extraordinary, pioneering work since 1887. Our work empowers hundreds of people affected by homelessness, addictions and trauma to lead more fulfilling lives.

The focus of the Finance Assistant is to assist the Senior Finance Officer, the Finance Officer and the Head of Finance in the performance of their duties, in particular by undertaking such duties as the Head of Finance may from time to time delegate.

The key personnel to whom the Finance Assistant relates are;

1. The Head of Finance, Senior Finance Officer and the Finance Officer
2. The Chief Executive Officer
3. Service Managers and relevant staff at the Housing and Community Services
4. The Circuit Treasurers
5. The Superintendent Minister of the Mission, to whom all paid staff are ultimately responsible through the Chief Executive Officer

MAIN TASKS AND RESPONSIBILITIES

1. Accounting Records

1.1 Processing data for:

- West London Mission Circuit Fund. This includes Methodist Chaplaincy House and Ministers
- Hinde Street Methodist Church
- West London Mission Housing and Community Services
- West London Mission Housing Association Limited
- Donald Soper Fund

2. Handling & processing of Receipts and Payments

2.1 Prepare customer invoices

- 2.2 Receive, record and process income using the relevant financial systems of the West London Mission
- 2.3 Do regular banking of cash and cheque receipts
- 2.4 Processing supplier invoices ensuring payments are made within the credit terms
- 2.5 Produce remittance advices for payments to third parties

3. Reconciliations

- 3.1 Perform weekly/monthly bank reconciliations
- 3.2 Perform other ledger reconciliations such as aged debtors, loan accounts etc as and when required
- 3.3 Process monthly petty cash and credit returns on a monthly basis

4. OTHER DUTIES

- 4.1 To attend monthly Supervision Meetings, team review days and other meetings as agreed with the Finance & Operations Manager
- 4.2 To adhere to West London Mission's Equal Opportunities Policy and Health and Safety Policy in all aspects of the work
- 4.3 To adhere to West London Mission's Code of Conduct
- 4.4 To attend and contribute to regular one to one meetings with the Finance & Operations Manager
- 4.5 To attend and contribute to an annual appraisal.
- 4.6 To undertake such other duties, consistent with the general tenor of this job description as may be reasonably required.

PERSON SPECIFICATION

POST: Finance Assistant

LOCATION: WEST LONDON MISSION

We want a Finance Assistant who can demonstrate the following competencies which are very relevant if they are to perform well in their role. We will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

Client focus	Team Work
Organisation and planning	Administration and IT
Proactivity and initiative	Reasoning and problem-solving
Communication	Work with external agencies

We do need you to use the Job Application form to demonstrate your capacities in relation to each of the criteria listed in the section below (addressing each point) and the competencies required.

Skills, experience and personal qualities we would consider essential:

Skills

- Familiarity with the SAGE financial system and its capabilities
- Familiarity of using excel and setting up basic spreadsheet
- Good communication and interpersonal skills
- Ability to prioritise required work in an appropriate way
- Good bookkeeping skills
- Numeracy
- Well organized and ability to set up simple administrative systems

Experience

- Experience of working in a busy finance office
- A practical understanding of financial practice and procedures

Personal Qualities

- Commitment to WLM's ethos and values
- Willingness to work flexibly in response to changing organisational requirements

Skills and experience we would consider desirable:

Skills

- Experience of working in the charity sector
- Experience of church culture and an appreciation of Christian social action