

Finance Assistant Job Description	
Contract Type:	Fixed term 3 months
Salary (FTE):	£24,570 per annum (depending on experience)
Hours of work per week:	Up to 37.5 hours per week, working Monday - Friday
Responsible to:	Director of Finance
Location:	YMCA North Tyneside, North Shields

Organisational Context:

YMCA North Tyneside is a Voluntary Sector Organisation undertaking youth and community programme work in areas of North Tyneside, South Tyneside, and Teesdale. We are part of the worldwide YMCA movement, which started in London in 1844 has grown to become the world's largest and oldest youth movement. Now, more than 175 years later, YMCA is operating in 119 countries, with 64 million people reached annually around the world. Guided by our Christian values, we believe everyone has potential, and we serve our communities so that all can hope, belong, contribute and thrive.

Job Purpose:

To undertake all day to day transactional activities for both YMCA North Tyneside and the subsidiary Patterdale Hall Estates Ltd (PHEL). Ensure payments are made on a timely basis in order to maintain good financial control as well as supporting our suppliers by meeting their terms.

Main Duties & Responsibilities:

- Process and post invoices, receipts and payments accurately.
- Post bank transactions, reconcile bank statements and monitor cash.
- Perform supplier statement reconciliations.
- Record housing benefit, rent and service charge receipts.
- Support the month-end and year-end closing processes.
- Monitor finance inbox.
- Assist with general finance administration and support Finance Manager.
- Support with administration of company credit cards.
- Liaise with other members of staff from all functions providing financial administration support.
- Help with statutory audits and provide necessary documentation as required.
- Other tasks and duties as required

About you:

- Previous experience of working in a busy finance or financial admin role.
- A strong understanding of basic accounting and bookkeeping.



- Confident with numbers, with an understanding of the importance of accurate data.
- Good communication skills, demonstrating professionalism in your interactions with ability to work independently and as part of a team.
- Excellent time management skills with the ability to work accurately, with an attention to detail and prioritise workload effectively.
- Experience with Xero software would be an advantage.
- Proficient in Google Sheets or Excel, comfortable building and maintaining spreadsheets.
- Excellent organisational skills.
- Recognised accounting qualification such as AAT is desirable.

General:

It is in the nature of the work at YMCA North Tyneside that tasks and responsibilities are in many circumstances unpredictable and varied, therefore, this job description is not an exhaustive list of duties and responsibilities but is intended to reflect a range of duties the post-holder will perform in line with their remuneration. The job description will be reviewed regularly and may change, adapt or increase, in the light of experience and in consultation with the post-holder.

This role will involve liaison with the housing department, external partners, senior management, CEO and the board of trustees to review and assure exceptional delivery of the strategic plan and the organisational mission and vision.

This post requires proof of right to work in the UK, satisfactory references and a satisfactory enhanced DBS Disclosure (the cost of which will be met by the employer).

Equal Opportunities:

YMCA North Tyneside is committed to eliminating discrimination and encouraging diversity amongst the workforce. We aim to be an equal opportunities employer and we are determined to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.



Finance Assistant - Person Specification			
	Essential	Desirable	Assessed by
Education/Qualifications/Knowledge			
Relevant finance/accountancy qualification membership e.g. AAT or relevant experience	x		A & D
GCSE Grade C or above (4-9) in English and Maths	x		A & D
Knowledge of accountancy practices and procedures	x		A & I
Evidence of continuous professional development		x	A & D
Experience			
Experience in a not for profit environment		x	A & D
Experience working in a busy finance/accountancy role	x		A & I
A strong understanding of basic accounting & Bookkeeping	x		A & D
Proficiency to an intermediate level of G-suite or similar software, particularly Google Sheets/Excel	x		A & I
Experience of collaborating with other team members	x		A & I
Experience using XERO/SAGE (or similar) accountancy packages		x	A, I & T
Proficient in Google, Excel and other commonly used Google Suite or Microsoft Office applications	x		
Experience of handling confidential information appropriately	x		A & I
Experience of advising managers and colleagues effectively concerning financial queries and issues		x	A & I
Experience of effectively managing ledger transactions	x		A & I
Experience of working either in a Charity or Housing association		x	A
Skills & Abilities			
Ability to manage own work and work quickly to deadlines using problem solving, planning and prioritising skills	x		I & T
Excellent verbal and written communication skills,	x		A & I



including presentation skills			
Ability to deal with difficult situations calmly and effectively	x		I
Excellent quantitative and computing skills	x		A & I
Good critical thinking and analytical skills	x		I & T
Strong organisational skills	x		I
Ability to articulate complex information visually and verbally to a variety of audiences		x	I & T
Other Requirements			
Ability to support the Charity's values and aims	x		A & I
Ability to understand the needs of people from diverse backgrounds (culturally, socially etc)	x		A & I
Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service OR hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service	x		A & D

* Assessed by -

A = Application Form, I = Interview, T = Task set at interview, (D) Documentary evidence (such as references, qualifications)

