



JOB DESCRIPTION

Trust Links is an organisation committed to the safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, Trustees and volunteers to share this commitment.

Trust Links aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

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| POST TITLE: | Finance Assistant |
| HOURS OF WORK: | 10 hours per week (over 2 days) |
| POST LOCATION: | Rochford and some Home Working You may be required to work at any Trust Links project site |
| REPORTS TO: | Finance Manager |
| Responsible For: | Various accounting tasks |

PURPOSE OF THE POST:

Trust Links grows communities and transforms lives. Through our six Growing Together community gardens across Essex, REACH Wellbeing Hub & Recovery College, children and youth projects, and environmental workshops, we work with more than 4,500 people each year. We work in a person-centred, grassroots and recovery-focused way, helping to save lives every day and move people on to better lives, with the support of their peers and the wider community.

The postholder will be required to:

- Support the effective and efficient administrative and financial management of Trust Links
- Input and update data on Quickbooks small business accounting software
- Process expenses and banking
- Raise sales invoices for services and code and process purchase invoices
- Provide administrative support to the Finance Manager

MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

- To support a broad range of financial functions to ensure that the Trust Links offices run efficiently and effectively
- Maintaining the financial systems of the organisation
- Record income and expenditure on our financial system, carry out banking and produce invoices for grants and services provided
- Process invoices and payments including coding and posting invoices
- Process expenses for staff and volunteers
- Assist with the preparation of the monthly payroll processes
- Assist in the production of statistical returns and financial reports
- Ensure all paperwork is up to date and audit ready
- Comply with Trust Links policies and procedures
- Participate in regular supervision with the Finance Manager and take responsibility for continuing self development, participating and training and development activities as appropriate
- Ensure safeguarding and Health and Safety requirements are met in line with Trust Links policies and escalate concerns as appropriate
- Undertake any other appropriate duties that may be required which are commensurate with the grade of the post

PERSON SPECIFICATION:

Essential Criteria

- Experience of financial processing and book keeping
- Good level of IT literacy including competence in Microsoft Word, Excel, Outlook and, email and the internet.
- Ability to learn new systems and processes quickly including IT packages
- Excellent organisational skills and the ability to prioritise work effectively in a busy office environment
- High level of verbal and written communication skills and accuracy
- Experience and ability in devising, implementing and maintaining administration, communication, human resource and financial systems
- Experience of being flexible, responsive and taking the initiative

Desirable Criteria

- Experience of working in a busy multi-functioning office environment
- Experience of working with QuickBooks or similar business accounting software
- Experience of working in the social care, health or community sector
- Experience of working directly with customers with disabilities e.g. mental health problems, learning disabilities

Personal qualities

- Commitment
- Tact
- Responsiveness
- Realism
- Honesty
- Enthusiasm
- Team Work