

## JOB DESCRIPTION

**JOB TITLE:** Finance Assistant

**HOURS:** Part time, 30 hours per week (0.8 FTE) with flexibility around working days

**SALARY:** £22,800 – £24,400 per annum (full time equivalent £28,500 – £30,500 per annum) dependent on experience

**LOCATION:** NW3 + hybrid

**REPORTING TO:** Director of Finance and Operations

**ANNUAL LEAVE:** 28 days (including Bank Holidays) *pro rata* + Jewish Holidays that fall on working days

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## PURPOSE OF ROLE

Working as part of JW3's Finance Team and reporting directly to the Director of Finance and Operations, you will deal efficiently and accurately with sales invoicing and cash flow management to help ensure the smooth running of the Finance operation. You will also provide support with purchase invoicing and offer a high-quality service to the wider JW3 staff team in order to help fulfil our Vision and Mission.

## DUTIES & RESPONSIBILITIES

- Accounts Receivable – invoice customers through the SAGE invoicing module and follow through the sales process by producing statements, aged debtors reports, and proactive credit control. Liaise with Venue Hire team, including maintaining the Venue Hire invoicing tracker. Alert the Finance Director to any bad debt exposure.
- Accounts Payable – assist with workload of the AP function where volumes are high or during periods of absence, including liaison with suppliers (invoices) and employees (POs, expenses and credit cards). Help manage creditor issues with the Finance Officer.
- Cash and bank – liaise with cashier with regards to all areas of cash handling. Maintain the Sage cash books (bank and petty cash), process banking receipts and payments and reconcile monthly, alerting others to any areas of concern.
- Management Accounting – assist the Finance Manager with transactional aspects of collating the monthly management accounts and extract regular Sage reports for use within the Finance team.
- Cash flow – ensure sufficient liquid funds are available to cover payroll and regular payment runs; forecast cash flow and recommend transfers between accounts; manage interest bearing and deposit accounts to maximise interest while maintaining adequate liquidity.
- Credit cards – create monthly statements from credit card company downloads for card holders to review and approve, posting all transactions into Sage and code accordingly.
- Act as an analytical aide for areas of the accounts which require further in-depth analysis as required.
- Assist the team as appropriate during busy annual statutory audit period.
- Contribute to ensuring a smooth flow of internal communication between the Finance team and other JW3 departments.
- Adhere and maintain all data protection policies and protocols
- Attend all relevant staff meetings, supervisions, training days, etc.
- Protect and enhance the reputation of JW3, representing JW3 in a professional manner to all stakeholders

- Undertake other reasonable duties as required by your line manager or members of the Senior Leadership Team.

*This role description is not exhaustive or all encompassing. Certain elements of the role may change from time to time, without altering the core premise of the role or the level of responsibility involved. This information will be reviewed and updated as and when appropriate, in consultation with the post holder, to reflect appropriate changes.*

## **PERSON SPECIFICATION**

### **Essential Skills & Experience**

- Demonstrable experience in a similar Finance position
- Strong IT proficiency, including use of Microsoft Office applications and experience with use of standard bookkeeping/accounting packages
- Able to interact confidently and build relationships with a wide range of stakeholders at all levels
- Strong attention to detail
- Excellent written and verbal communication skills
- Strong organisational skills, with efficient time management and ability to prioritise workload to meet deadlines
- Willing and able to work flexibly to meet the needs of the team and organisation
- Able to work collaboratively and effectively with others and fostering strong team dynamics
- Proactive and solution-focused, with an ability to take initiative
- A professional, confident, and friendly manner with the public

### **Desirable**

- Experience of SAGE Line 50 or higher SAGE packages
- Experience of liaising with banks over maintenance of accounts, queries and managing interest bearing deposits
- Experience working in the charity/arts/cultural sector
- Ability to use non-financial systems and data to identify context behind financial information

### **Personal Qualities**

- Demonstrates a commitment to furthering JW3's vision and mission.
- Is approachable and able to engage positively with others, building and maintaining strong working relationships.