

Role Description: Finance Assistant

Title of post:	Finance Assistant
Responsible to:	Finance and Fundraising Lead
Hours:	15 hours per week (flexible within core hours of 9-5)
Based at:	The Challenging Behaviour Foundation office, Chatham, Kent (5 minute walk from the train station)
Length of post:	One year fixed term (possibility to extend)
Start date:	ASAP
Salary:	£22k - £24K (pro rata) dependent on experience

Objectives:

To provide financial support to the Challenging Behaviour Foundation team, including online book-keeping, monthly payroll, VAT and maintaining financial records

Responsibilities:

Responsibilities will include:

1. Entering all daily income and expenditure into QuickBooks Online Accounting Software ensuring accurate recording against budget headings and filing paperwork
2. Invoicing and credit control
3. Monitoring cash flow, including account balances
4. Monthly bank reconciliations (including credit card accounts)
5. Preparing reports of income and expenditure as required by CBF team members
6. Preparation of accounts to trial balance at year end
7. Providing support for annual independent financial audit

8. Maintain Payroll for staff and casual workers including:
 - Processing starters and leavers
 - Supplying copy pay statements
 - Making adjustments as required
 - Submitting Pension and HMRC reports and payments
 - Inputting/adjusting relevant journals in QuickBooks
 - Responding to queries from staff and casual workers
9. Supporting the Finance and Fundraising Lead with VAT returns
10. Ensuring regular communication with all members of the CBF team, including attendance at bi-weekly team meetings as required
11. Any other relevant tasks as determined by the Finance and Fundraising Lead and/or Treasurer

This role requires a basic Disclosure Check