

## **Role Description**

<b>Job Title:</b>	Finance Assistant
<b>Hours of work:</b>	15 hours per week
<b>Place of work:</b>	Royal Oak House, Bristol and other locations as requested
<b>Responsible to:</b>	Finance Manager

## **Aims of the post**

To provide support with Quartet/GCF financial tasks and reporting.

## **Main tasks**

- To input all purchase invoices, liaising with management to ensure coding and authorisation for payment is gained
- To input all donations into Salesforce liaising with the Philanthropy team to ensure all donations are recorded correctly (including Direct Debits)
- To produce weekly grant payment files, for review and upload to BACS software ready, to update all grants with payment details
- To assist with all Gift Aid claims keeping all records up to date in Salesforce and electronic filing systems
- To maintain all electronic filing systems for Finance

## **Other**

- To work within Quartet Community Foundation's policy framework
- To carry out such duties, in consultation with the Finance Manager, as are consistent with the responsibilities of this post
- To contribute to the efficient running of the office by ensuring that phones are answered promptly and professionally, post is dealt with quickly and the office is kept tidy
- To contribute ideas to, and participate in, Quartet's overall development

## Job Description : Finance Assistant

### **Person specification**

#### Essential

- Minimum of 5 years' experience within a finance function
- Experience of using financial software – Sage or similar
- Excellent IT skills including experience in using Microsoft office 365, CRMs, web-based applications, and especially spreadsheets and the ability to be self-servicing
- Strong and accurate numeracy and literacy skills
- Excellent interpersonal and communication skills
- Good organisation, administrative skills and the ability to cope well under pressure
- Ability to work independently as well as being part of a team

#### Desirable

- AAT (or equivalent by experience)
- Experience or knowledge of purchase ledger duties and banking platforms