



## Finance Assistant Temporary

**Salary:** £19,597.50 per annum (pro-rata for part-time employees)

**Hours of Work:** 8 hours per week, temporary position until position of Finance Manager is filled. At least 4 weeks contract, working either Tuesday, Wednesday and/or Thursday morning or one whole day either Tuesday or Wednesday.

**Holiday Entitlement:** 5 weeks per annum (pro-rata for part-time employees)

**Location:** You will normally be required to work from 37 Portland Road, Hove, BN3 5DQ but sometimes you will need to work at other locations in order to meet the needs of the organisation.

**Job Title:** Finance Assistant

**Reporting Relationship:** To Finance Coordinator

**Job Summary:** To assist the Finance Coordinator with the financial administration of Off The Fence and with general office admin in the Head Office.

### Main Duties

- Pay all invoices and expenses, with appropriate cashflow control
- All expenditure transactions in Quickbooks
- Maintain cashflow spreadsheet – expenditure
- Update and maintain inventory for all departments
- Maintain Amazon wish lists for Antifreeze and Gateway
- To support and help with general administration in the Head Office as and when required
- Attend regular supervision and team/prayer meetings when possible
- General office duties including answering the phone
- Assist with purchasing and purchase records

### **Subject to review**

This job description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and consequently will be subject to review.

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**Off The Fence Trust Limited**  
Charitable Company No: 5300691  
Registered Charity No: 1108777



## **Person specification**

### **Essential:**

- A willingness to work within the philosophy and ethos of Off The Fence
- Good communication skills both written and verbal
- Strong time management skills and ability to prioritise and work to deadlines
- Strong IT skills and experience of working with MS Office, in particular Excel
- Good knowledge of accounting practice
- Personal integrity of a high order
- High levels of accuracy and attention to detail
- Flexible attitude and willingness to learn new skills
- Ability to work as part of a team and to work on own initiative

### **Desirable:**

- Experience of working with Quickbooks finance package or similar
- Accountancy/financial background

### **Confidentiality**

You should be aware of the confidential nature of this job. Any matter of a confidential nature must not be divulged to any unauthorized person.

Signed Line Manager

Date

Signed Post Holder

Date

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