



Finance Worker

- Responsible to:** Finance Manager
- Salary:** NJC point 6 to 8 (£19,698 to £20,493) for full time worker at 35 hours per week
- Hours:** 21 hours per week. Monday, Tuesday, Wednesday 9-5
- Contract:** Fixed term for 1 year from contract start date
- Location:** Hove office
- Annual leave:** Full-time entitlement to 25 days plus Bank Holidays, plus 2 days discretionary leave around Christmas/New Year. Leave, including Public Holidays, will be pro-rata according to hours worked.
- Closing date:** 10am Tuesday 24th May 2022
- Interview date:** to be confirmed in week beginning 30th May 2022

For more information please contact rachel.carpenter@moneyadviceplus.org.uk

Job Description

Money Advice Plus (MAP)

Money Advice Plus (MAP): is a registered charity, working both locally in Sussex and nationwide. Our mission is to help people manage their money effectively. We do this by providing free innovative money handling and advice services, working in partnership with other agencies. Our independent, confidential and flexible approach is tailored to individuals' needs, allowing us to reach those who find it most difficult to access advice. Our vision is a community where people have the advice and support they need to manage their money effectively, helping them to maintain control of their lives, promoting greater peace of mind.

Context:

The Finance Team consists of a Finance Manager, Finance Supervisors, and Finance Workers. The Finance Worker is expected to carry out finance related duties efficiently, accurately and within deadlines and in such a way as to ensure the security of the organisations and client monies. Money

Advice Plus manage the money for vulnerable people, using accounting software. Finance Worker's duties are related to the client account and keeping track of transactions, interacting with other employees to support client's needs.

Purpose of role:

To input data

Main duties and responsibilities:

- To pay bills on behalf of clients from Money Advice Plus clients' account, using online banking
- To allocate income correctly to client's sub accounts
- To liaise with colleagues to ensure there is no unauthorised deficit on clients' sub accounts
- To liaise with colleagues on any difficulties or potential difficulties there may be in paying bills
- To make up weekly cash allowances and other amounts of petty cash &/or to work with & support volunteers in doing this task
- Maintain client account using accounting software
- General reconciliation of client accounts, cash, bank and credit cards
- Undertaking client invoicing as required
- Actively investigate unidentified and unknown payments.
- Ensuring accurate account balances
- Raise Sales invoices, ensuring they are paid in a timely manner
- Reconcile office accounts and credit cards
- To liaise with the finance team and other staff to ensure accurate records are maintained at all time

All members of staff are expected to:

- Take care of your own health and safety at work and that of other employees and co-operate with their employer in complying with statutory duties.
- Take an active part in regular team meetings and be involved in development of the service.
- Work with volunteers as applicable.
- Develop skills in understanding and working with the needs of particular client groups.
- Participate in staff development and training programmes including formal supervision and appraisals.
- Any other duties required, which may be deemed to fall within the scope of the post

General

- The post holder will be expected to become familiar with and adhere to all the Charity's policies and procedures, particularly Confidentiality, Equality & Diversity, Health & Safety.
- The Charity is committed to providing equality of opportunity to clients, potential clients, employees, trustees, and any other stakeholders such as contractors and partner organisations. The postholder is expected to understand, promote and adhere to this.
- Office hours are 9 am to 5 pm Monday to Friday, although contingent on future service developments, staff may be asked to work flexible hours.
- Part time staff will be expected to work regularly on the same days and times by negotiation with their line manager. We will do our best to accommodate requests for flexibility in working hours.

- Take a proactive approach to personal development and training programmes including formal support, attend training courses and complete all required training to satisfactory standard.
- office hours are 9 am to 5 pm Monday to Friday, although contingent on future service developments, staff may be asked to work flexible hours.
- Part time staff will be expected to work regularly on the same days and times by negotiation with their line manager. We will do our best to accommodate requests for flexibility in working hours.

Person Specification – Finance Worker, Money Advice Plus

Experience	
Recent Experience of using spreadsheet to maintain records	Essential
Experience in financial record keeping and reporting	Desirable
Experience of working in a busy fast-paced office environment	Desirable
Experience of working with the accounting software Xero	Desirable
Skills and Abilities	
Excellent telephone and oral communication skills	Essential
Proficient and confident in the use of IT	Essential
Ability to record information using clear language	Essential
Work on a self-supervision basis, prioritise own work and meet deadlines	Essential
Contribute effectively to the team and to the efficient running of the office	Essential
An ability to use initiative, patience and perseverance to help resolve problems	
Carry out tasks as given by other staff calmly and efficiently	Essential
An ability to maintain personal boundaries	Essential
An ability to remain calm under pressure and to set priorities to handle workload effectively, with accuracy and attention to detail	Essential
Knowledge	
A good working knowledge of the principals of bookkeeping	Essential
A knowledge of and an ability to work with IT systems	Essential
A knowledge of the use of accounting software packages and be quick to learn	Essential
Knowledge and understanding of the accounting software Xero	Desirable
Commitment	
To undertake training as appropriate to the role	Essential
To maintain the aims of the service specifically relating to confidentiality and Equal Opportunities	Essential
To contribute to improving the life chances of our clients with responsible social policy and campaigns.	Essential