



# Job Description

## Finance and Grants Assistant

<b>Reports to:</b>	Finance Manager
<b>Purpose:</b>	To support the Finance, Grants and wider Operations, functions as required.
<b>Location:</b>	Hybrid working, predominantly at home, minimum one day a week in the office based in Leatherhead.

### The role

This position would suit a positive, proactive and approachable individual, with high attention to detail and excellent organisational skills. The role is predominantly home-based, working in the Leatherhead office one day a week (minimum), so would require a suitable home working environment (we will provide a laptop and phone).

The purpose of the role is to provide support to the finance and operations team in delivering our finance function, contributing to the smooth running and compliance of our restricted grants administration, and supporting the development and delivery of the Trusts administrative operations.

This is an exciting opportunity to become part of a small dynamic team, sitting at the heart of the organisation, making a real difference for the environment.

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### Key duties and responsibilities

#### 1. Finance and Grants Responsibilities

- Undertake the bookkeeping and associated tasks for SERT and its subsidiary SERCL. Record and accurately code all financial transactions using our accounting system, Xero. Setting up of supplier and donor records and verify their respective bank details as appropriate.
- Reconcile all our bank accounts and present to the Finance Manager for monthly bank reconciliation review.
- Record our Barclaycard monthly invoices on Xero, collate and upload all respective evidence and submit for approval.
- Support all staff with our ApprovalMax authorisation flow and Coretime staff and resource database. Processing staff timesheet information.
- Review all staff or volunteer expenses on Xero and seek clarification and authorisation as needed. Ensure that staff expenses comply with the SERT approved expenditure policy.
- Prepare our fortnightly supplier payrun and present for review.
- Support with setting up project codes, other tracking categories, setting up staff rates, user profiles and other particulars.
- Support the Finance Manager and assist with grants and financial reports reconciliation and preparation for annual audit.
- Review project monthly financial reports for accuracy and compliance to donor guidelines.
- Assist in setting up new project finance systems; monitoring project spend against budget; check project accounts and highlight/identify any variances.
- Prepare evidence for donor reporting as needed, including editing sensitive information, referencing and collating data.
- Ensure timely submission of donor reports and setting up calendar reminders.

- Provide guidance to project managers regarding budget and financial management and donor compliance;
- Provide follow up support and tracking of administrative, programme and financial issues as requested by the Finance Manager.
- Support with maintaining our growing Gift Aid donor database and accurately record all Gift Aid transactions. Assist with preparation of Gift Aid claims.
- Support the Finance Manager with other financial work, contributing to SERT's strategic plan and annual plans and reviews, with financial analysis and information as required.
- To deal with finance related incoming post, as appropriate.
- Undertake other responsibilities not outlined above which are appropriate for a role of this nature and which have been discussed and agreed with the Finance Manager.

### General and Admin Responsibilities

- Contribute as part of the Finance & Operations Team to supporting staff with IT queries, resolving issues and liaising with SERT's IT support provider.
- To contribute as part of the Finance and Operations Team to innovation and improvement in our systems and ways of working from a finance, HR, IT and office management perspective.
- Undertake such other duties and responsibilities as the F&O Team managers may from time-to-time request. SERT is a small team, and all staff are called upon to support the work of others as needed.
- Participation in company events and partnership development.

## Competencies

Please keep this list of competencies in mind, together with the Trust's core values when completing your application. Knowledge, experience, skills and aptitudes will be assessed through the application process and at interview.

Requirements	Essential	Desirable
<b>Training &amp; Experience</b>		
Accounting qualification AAT (level 2) or equivalent gained through relevant experience	x	
Minimum of 1 years' experience in a financial environment or equivalent qualification.	x	
Experience of charity sector finance.		x
Experience of grant application process and awards.		x
Experience of dealing with internal and external customers.	x	
Experience in the use of Financial Management Software (e.g. Xero, SAGE)	x	
Experience of dealing with members of the public, senior management, Directors or Trustees.		x
<b>Skills &amp; Personal Attributes</b>		
Excellent level of competence in Excel, Word, Outlook etc.	x	
Excellent communication and listening skills and the ability to support non-financial managers and staff. Ability to work with colleagues at all levels skills, abilities and knowledge. Ability to assist in handling complex issues.	x	
Highly organised with good attention to detail.	x	
Good analytical ability and problem solving skills	x	
Ability to manage workload and competing priorities effectively and meet internal deadlines through effective forward planning.	x	

Professional approach acting with tact, integrity and discretion, at all times maintaining confidentiality.	x	
Good interpersonal skills – positive, approachable, professional and courteous.	x	
Self-motivated and ability to work in a small team and to take proactive approach.	x	
<b>Miscellaneous</b>		
Commitment to equality of opportunity	x	
Full driving licence and vehicle which can be used for work purposes, and happy to drive a van.		x
Suitable, safe home working environment	x	