

**Valleys Steps Finance and Data Assistant**

**Job Description**

**Job Title:**  Finance Support Assistant

**Contract Type:** Fixed Term to 31st March 2023 (with continuation subject to funding)

**Contract Hours:** 15 (negotiable, with possibility of flexible working arrangements)

**Responsible to:** Senior Finance and Data Officer

**Base:**  RCT and Merthyr Area

**Salary:** £19507 per annum pro rata (dependant on experience).

**Annual leave:** 25 days pro rata

**Pension:** Entitlements will be available

**Probationary Period:** The post is subject to the successful completion of a six month probationary Period.

**Main Purpose of the Job**

* To Support the Senior Finance and Data Officer to input the organisation’s finance systems including; payroll, bookkeeping, pensions record, reconciling Bank Statements and preparation of Management Accounts (in liaison with the organisation’s Treasurer).
* To ensure all processes align to the approved Financial Control Measures and Best Practice.
* Support the creation and set-up payments of invoices to the organisation on a weekly basis.
* Be responsible for the booking and payment of venues for Courses under supervision and backdating invoicing to funders.
* To provide general administrative support to the Valleys Steps Service (including mailouts, maintaining course registration systems)
* To complete data entry for course outcome information
* To maintain annual leave records for staff
* Support scheduling of online sessions

**General**

* All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, service users and the general public.
* Work as part of Valleys Steps, fostering and maintaining constructive communication with colleagues of all disciplines.
* Liaise with statutory and voluntary sector agencies, develop and maintain an up to date knowledge of and working relationship with relevant agencies.

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

**Person Specification**

| **Job Title: Finance Assistant** | | | |
| --- | --- | --- | --- |
| **Area** | **Essential at recruitment** | **Desirable** | **Assessed by** |
| **1.Education / Qualifications /**  **Training** | Good standard of general education.  NVQ or Equivalent, Finance related |  | Application form |
| **2. Experience** | Finance related position inc  Finance Bookkeeping  Experience of data entry | Use of SAGE  Administrative and/or secretarial experience.  Experience of working within a similar role within the charitable or public sector. |  |
| **3. Skills** | Financial and Data Management  Organisational ability and time management skills  Excellent communication skills  Telephone manner  Keyboard/word processing skills  I.T. skills including powerpoint, excel, Microsoft Word, SAGE and internet packages | Ability to speak Welsh | Application Form  Interview  References |
| **4. Knowledge** | Knowledge of finance software.  Knowledge of finance reporting software.  Understanding of confidentiality issues  Knowledge of organisational Processes |  | Application Form  Interview  References |
| **5. Personal Attributes** | Ability to work on own initiative and work effectively under pressure.  Methodical, well organised with close attention to detail.  Capable of keeping up with new policies and initiatives and suggesting improvements.  Ability to communicate facts and knowledge relating to detailed requests and issues.  Ability to prioritise and plan own work.  A flexible and adaptable attitude to the developing needs of the team.  Commitment to high standards of customer care.  Takes responsibility for own work and makes decisions within the parameters of the post. |  | Interview  References |
| **Other** |  | Ability to speak Welsh | Application form |

**Essential:** -Attributes under this heading are essential for adequate job performance upon appointment: - the job cannot be performed unless these factors are present.

**Desirable:** - Attributes under this heading are not explicitly needed for the post, but which may be used for short listing for interview.