



For better
mental health

MIND IN CAMDEN

Job Description

Part-time Finance Assistant (14 hours)

Job Title: Finance Assistant
Accountable to: Finance Director
Accountable for: No staff
Contract Type: Permanent
Hours per week: 14
Salary: NJC Scale points 14-17
Based at: Barnes House, 9-15 Camden Road, London NW1 9LQ

Purpose of job: To provide accounting support to Mind in Camden's Finance Director

Main Tasks

1. Purchase Ledger

- To register all invoices requiring authorisation and send to budget holders
- To ensure that all invoices sent out for authorisation are retrieved promptly from budget holders
- To match all invoices with purchase orders and delivery notes and ensure arithmetical accuracy and authenticity
- To post all authorised invoices to the computerised purchase ledger (Sage Line 50) and ensure payments are made on the due dates
- To prepare and write up all manual/electronic payments, relating to invoices, and post to the Purchase ledgers

2. Payments and Accounting Records

- To write up all manual /electronic payments
- To post all payments to the cash book and the related ledgers
- To post all projects expenditure returns to the nominal ledger, including petty cash

3. Salaries and Wages Administration

- To ensure Mind in Camden's payroll records are kept up-to-date and all statutory returns are drafted promptly and presented to the Finance Director
- To prepare salaries and wages calculations and ensure they are paid on the due date
- To ensure all payroll runs are authorised by the Finance Director
- To ensure all temporary contracts and sessional payments are authorised by the Project Managers
- To ensure that all salary changes and expenses are authorised by the appropriate Line Manager
- To summarise and submit pension returns

4. Control and Monitoring

- To ensure that all payments and receipts are properly recorded
- To produce a bank reconciliation for all main accounts and investigate all outstanding payments and receipts
- To receive and check projects' petty cash returns and bring any inconsistencies to the attention of the Finance Director
- To reconcile all control accounts

5. Mind Ventures Ltd

- To contribute to the summary and preparation of the account of Mind Ventures Ltd (Mind in Camden's Charity Shop)
- To prepare the quarterly VAT return
- To produce bank and credit card reconciliations

6 General

- To assist the Finance Director by providing regular information, as required, and assisting with budget setting and management accounts
- To operate a petty cash system
- To answer basic enquiries on relevant finance issues from Mind in Camden staff

General Duties:

- Take part in staff meetings, team meetings, and other corporate activities within Mind in Camden and externally
- Participate in team meetings, external forums and any other meetings as required
- Be accountable for all aspects of your work to your line manager through supervision
- Cover for other members of staff in your own and other departments as required
- Undergo such training as is consistent with the satisfactory performance in the post
- Perform other duties as reasonably required by your line manager

All staff are expected to:

- Recognise changes in circumstances promptly and adjust plans and activities accordingly
- Find practical ways to overcome barriers
- Present information clearly, concisely, accurately and in ways that promote understanding
- Assist in creating a sense of common purpose
- Make best use of available resources and proactively seek new sources of support when necessary
- Act within the limits of their own authority
- Be vigilant for potential risks and hazards
- Take pride in delivering high quality work
- Take personal responsibility for making things happen
- Take personal responsibility for effectively communicating with service users, members of their work team, managers and other work groups
- Consult with their work group about matters which directly affect their work
- Deal appropriately with service user complaints

Main conditions of Service

- The salary is linked to, but not bound by, the NJC scale. This post is graded at SCP 14-17 starting £8,375 p.a. including Inner London Weighting for 14 hours per week (pro-rata of £20,938) and rising by annual increment to SCP 17.
- Overtime is not paid, but time off in lieu may be granted.
- Mind in Camden has an auto-enrolled pension scheme into which it currently pays 5% of salary. From 2019 you will be required to contribute an additional 3% into the scheme
- The hours of work are 14 per week with normal hours being 9.30–5.30 with a one hour lunch break (unpaid). Occasional evening or weekend work may be required.
- Annual leave entitlement is 27 days plus public holidays, rising to 30 days after three years' service (pro-rata for part-time staff).

All Mind in Camden job descriptions may be subject to periodic review.

Accessibility information:

The post holder will be based at Barnes House, 9-15 Camden Road, London NW1 9LQ. The office is in a central location in Camden Town with excellent public transport facilities.

The Wellbeing Centre is on the ground floor which is wheelchair accessible and has an accessible toilet. However, there is no wheelchair access to the upper floor which has 8 stairs leading from the main door.

Part-Time Finance Assistant

Person Specification

All the elements in this Person Specification are regarded as essential unless otherwise stated

A Qualifications

1. Part-qualified in accounting (desirable)

B Knowledge

1. Excellent knowledge of spreadsheet packages (preferably Excel)
2. Basic accounting and budget knowledge and use of Sage Line 50

C Work Experience

1. At least one year's accounting experience
2. Book-keeping to trial balance
3. PAYE and related payroll administration
4. Operating a purchase ledger system
5. Preparing VAT returns
6. Preparing bank and credit card reconciliations
7. Using computerised accounts systems preferably Sage Line 50
8. Handling and banking money

D Skills and Abilities

1. Ability to prioritise own workload and to meet deadlines under pressure
2. Ability to reconcile control accounts
3. Ability to operate a petty cash system
4. Ability to analyse company information
5. Ability to work as part of a small team, respecting the varying role of team members
6. Ability to communicate effectively both verbally and in writing
7. Ability to relate constructively with a wide range of people e.g. colleagues, mental health agencies
8. Commitment to working in an equal opportunities environment