

Person specification
Finance Assistant

Requirement	Essential	Desirable
Appearance	Smart and professional presentation.	
Communication	Good verbal and written communication skills. Able to communicate clearly and appropriately with colleagues, suppliers, residents, families and external contacts.	Experience dealing with resident, family, supplier or customer finance queries.
Education	Good standard of general education. Literate and numerate.	GCSEs or equivalent in Maths and English.
Qualifications	Willingness to undertake training relevant to the role.	AAT Level 2 or 3, or willingness to work towards an AAT or similar finance administration qualification where agreed.
Experience	Previous experience in finance administration, accounts administration, purchase ledger, sales ledger, credit control or similar administrative work. Ability to prioritise and complete routine tasks accurately and on time. Able to manage confidential matters discreetly.	Experience in a charity, care, housing, not-for-profit or similar environment. Experience handling resident accounts, client monies, petty cash or personal expense records.
IT Skills	Confident use of Microsoft Office, including Outlook and Excel. Able to use finance or administrative systems accurately once trained.	Experience using accounting, housing, care, CRM or similar finance-related software. Ability to use Excel for basic formulas, filtering, sorting and simple finance schedules.
Finance Skills	Good numeracy skills. Accuracy and attention to detail. Ability to process financial information carefully. Ability to assist with purchase ledger, sales ledger, credit control, finance data entry and basic reconciliations.	Experience assisting with supplier statements, bank reconciliations, debtor reconciliations, payment runs or audit preparation.

Requirement	Essential	Desirable
Administrative Skills	Good administrative and workload management skills. Able to maintain accurate records, filing systems and supporting documentation. Able to deal with routine work such as scanning, filing and data entry.	Experience supporting audit, year-end preparation, document control or process improvements.
Resident Personal Accounts	Able to handle sensitive financial information relating to residents with accuracy, confidentiality and care.	Experience recording or reconciling pocket money accounts, petty cash, client monies, personal expenses or similar records.
Abilities	Able to work with minimal supervision once trained. Able to ask questions and escalate issues appropriately. Able to work accurately under routine deadlines. Ability to communicate across a range of stakeholders.	Able to identify process improvements and contribute to better ways of working within the finance function.
Personal Qualities	Reliable. Accurate. Organised. Trustworthy. Self-motivated. Open and honest approach. Flexible attitude. Willing to get involved in a range of finance administration duties. Commitment to high standards of service. Commitment to safeguarding and promoting the welfare of residents, staff and others connected with the Trust.	Proactive and enthusiastic approach to work. Good initiative and problem-solving approach to routine challenges.
Family Circumstances / Availability	Able to work between 22.5 and 30 hours per week. Able to work primarily from the office. Working pattern to be agreed, preferably over 4 days per week.	Flexibility to work over 3, 4 or 5 days depending on service need.

Thorngate Churcher Trust is an equal opportunities employer and welcomes applications from suitable qualified people from all sections of the community.