

## **ADRA-UK**

### **Finance Assistant – part-time (16 hours a week)**

#### **Job Description**

---

<b>Date revised:</b>	July 2017
<b>Position:</b>	Finance Assistant
<b>Salary Level:</b>	Starting at £12,330 per annum (16 hrs a week)
<b>Reports To:</b>	ADRA Accountant
<b>Supervises:</b>	N/A
<b>Travel:</b>	Occasional local travel
<b>Location:</b>	Watford, UK
<b>Qualifications:</b>	A background in bookkeeping or accounting is preferable. Strong numerical, verbal and written communication skills are essential. A degree of flexibility is required in handling the wide variety of issues that arise in this position. Excellent attention for detail and accurate record keeping skills are essential.

#### **Position Summary**

The Finance Assistant supports the Finance team in the day-to-day operation under the direct supervision of the ADRA-UK Accountant. He/she assists in the responsibility for accurate recording and reporting of the charity's first line finance functions and support colleagues and project partners in dealing with finance issues. The position involves the following key areas, outlined below

#### **Duties and Responsibilities**

Maintaining financial records for review by the Accountant.

#### **Finance Assistant Duties:**

- Appropriately coding transactions and posting into Sun Plus
- Managing profit and loss statements and balance sheets
- Filing historical records and retrieving necessary documents as needed for others
- Maintaining petty cash
- Paying regular bills for the Charity
- Assist in preparing information for auditors
- Providing administrative and clerical support as needed

#### **Finance Assistant Skills and Qualifications:**

- AAT qualified/Degree in Accounting and Finance or related discipline
- Knowledge of basic accounting principles
- Knowledge of accounting software specifically Sun Plus
- Knowledge of regulatory requirements affecting UK Charities
- Good attention to detail
- Analytical skills
- Problem solving skills

- Ability to use MS Office packages (Excel, Word etc.)
- Confidentiality
- Professionalism
- Has the right to live and work in the UK

**Additional Information**

ADRA-UK is an agency of the Seventh-Day Adventist Church. ADRA-UK's employees are expected to uphold the principles of the Church, and maintain and enhance the corporate expression of ADRA-UK's Christian values.