



Job Description

Job Title:	Finance Assistant
Location:	Woodstock, Oxfordshire (Office Based)
Reporting to:	Finance Manager
Contract:	Permanent (6-month probation) and Part Time (12 hours per week over 3 mornings)
Salary Band	£18,200 - £25,500 pro rata

Plunkett's Vision is for resilient, thriving and inclusive rural communities.

Plunkett's Mission is to inspire and empower rural communities to work together to find solutions to their needs through sustainable community enterprise. In our experience, rural communities have demonstrated resilience most when they work together to take control of the assets and services they value and need. We have seen first-hand how such action leads to inclusive and participatory businesses which stimulate social and economic activity for the long-term. These businesses are also proven to create opportunities for all and to improve people's quality of life, especially those most vulnerable and in need of support.

As a member of the Plunkett team you will demonstrate a knowledge and understanding of **equity, diversity and inclusion** and its application in all that we do.

Job Purpose:

Working with the Finance Manager, to ensure the correct, timely, accurate, day to day processing of accounts data and other accounting reports, reconciliations and ad hoc tasks. The post holder will also assist in the general running of other office tasks to ensure the smooth running of the office.

Principal Accountabilities

- Supplier invoice approvals and processing
- Raising sales invoices to community organizations
- Processing cheque receipts
- Assistance with some credit control
- Monthly Sage reports for Project managers and reconciliations
- Assistance with month end procedures
- Personal Expense claim and Trust Expense claim processing

Recording information from staff Timesheets

PERSON SPECIFICATION

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	Essential	Desirable
Experience	<p>Evidence of self-motivation and the ability to work on your own initiative</p> <p>Evidence of an ability to work effectively to tight deadlines</p>	<p>Experience of assisting non-financial colleagues in complying with the organisation's internal controls</p> <p>Experience of working at a charitable organisation or small commercial office.</p>
Qualifications	<p>By experience in relation to accounting systems.</p>	<p>Experience working in a finance department.</p>
Knowledge	<p>Working knowledge of SAGE Accounting Systems and data input</p> <p>MS office word and excel sufficient to create working documents and simple reports.</p> <p>MS outlook</p>	<p>An understanding of the importance of internal systems and authorisations in complying with an organisation's policies.</p>
Skills	<p>Effective communication and interpersonal skills.</p> <p>Excellent planning and organisational skills with a good attention to detail</p> <p>Ability to work with colleagues at all levels and from a variety of backgrounds</p> <p>Hands on and flexible approach to work</p>	<p>An affinity with and support for the charities mission and objectives</p>
Special Requirements	<p>This role is office based. You must have the flexibility to travel and work after hours and on weekends if needed.</p>	