



MIND IN HARINGEY

FINANCE ASSISTANT

JOB DESCRIPTION

JOB TITLE: Finance Assistant

RESPONSIBLE TO: Finance Manager

ACCOUNTABLE TO: CEO

SALARY: £28,000 (pro rata)

HOURS: 8 hours per week

HOLIDAYS: 28 days per annum pro-rata

Closing date for applications Friday 2nd September 2022

PURPOSE AND SCOPE OF JOB:

This new post will be part of a small team working to deliver effective financial management support to the organisation. The post-holder will be responsible for carrying out a number of day-to-day operational tasks, provide support in preparing management reports and accounts, and expected to actively contribute to the implementation of MIND's financial guidelines.

The post-holder will be required to deputise for the finance manager in the latter's absence.

MAIN DUTIES AND RESPONSIBILITIES:

1. Help to maintain computerised accounting system and records to a high standard. The task will include preparation of all necessary input documents.
2. Operate computerised payroll system.
3. Assist in the compilation of budgets, management accounts and forecasts.
4. Take responsibility for processing timely payments to suppliers and other creditors including payments to staff on expenses claims.
6. Assist in the preparation of draft final accounts for audit.
7. Monitor and report on petty cash administration at projects.
8. Take part in training other staff on financial matters. Provide financial information to projects.
9. Assist in developing effective monitoring systems and internal audit processes.

12. Work in accordance with Mind in Haringey's policies and procedures, particularly those relating to user involvement, open files & confidentiality, Equality Diversity and Inclusivity and health & safety.

13. Share with all Mind in Haringey's staff, some occasional responsibility for tasks associated with the organisation's campaigning, and fundraising activities.

14. Perform all other tasks reasonably requested by the Finance Manager or CEO.

PERSON SPECIFICATION – DEPUTY FINANCE MANAGER/FINANCE ASSISTANT

All these criteria are essential:

1. General accountancy:

Two years' or more experience of maintaining Nominal and Purchase ledgers, Cash Book on computerised accounting system. Must be conversant with the theory and practice of generating journal vouchers. Should be capable of bringing accounting records to Trial Balance stage. Knowledge and experience of bank reconciliation.

2. Must have hands-on experience of maintaining and controlling petty cash systems.

3. Experience of processing payments to suppliers. Accurately and on time.

4. Experience in assisting in the preparation of budgets and producing budgetary control statements.

5. Must be capable of explaining financial information given to project managers

6. Must be neat, accurate and methodical.

Desirable attributes:

1. Some experience of computerised payroll

2. Ability to learn and disseminate financial information

3. Ability to participate in systems developments.

BACKGROUND INFORMATION FOR DEPUTY FINANCE MANAGER

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MIND in Haringey is a well established mental health organisation. We have been working with people experiencing mental distress in the Borough of Haringey for over thirty three years.

Mind in Haringey provides information, advice and support to people affected by mental health problems, primarily in Haringey. We work to prevent mental health problems, promote mental wellbeing and ensure those with mental health problems are respected and included in our local community.

Our Vision

Our vision is that everyone in Haringey with a mental health problem gets the support and respect they need and deserve

Our Mission

Our mission is to support anyone in Haringey with mental health issues by listening to people, defending their rights and helping them to lead fulfilling lives.

Our Values

- We listen with care, respect and reassurance to everyone we encounter
- We seek to influence and improve mental health services in Haringey, raising awareness and challenging stigma and discrimination
- We are committed to easy and equal access to mental health services for everyone in Haringey
- We consider opportunities for collaboration when developing services
- We seek continuous improvement in all we do