**NORTH KENT MIND**

**JOB DESCRIPTION**

**JOB TITLE:** Assistant Finance Officer

**JOB SUMMARY:** To produce financial reporting for the organisation

**RESPONSIBLE TO:** The organisation’s Finance Manager

**ACCOUNTABLE TO:** The Board of Trustees

**Key Tasks:**

1. To pay invoices, in line with the organisation’s Financial Control Policy.

2. To input payments and receipts on the computerised finance system.

3. To reconcile petty cash on a regular basis.

4. To maintain a system for the collection of gift aid and to apply for this on an annual basis.

5. To produce financial reports monthly in the absence of the Finance Officer.

6. To assist the CEO Finance Manaqger in the preparation of annual budgets.

7. Allocate salary costs to the appropriate budgets in the absence of the Finance Manager.

8 Carrying out a monthly bank reconciliation on all bank accounts.

9. Processing Sessional Worker invoices and payment of invoices

10. Carrying out banking in line with the organisation’s Financial Control Policy.

11. Calculating and informing bank workers regarding their leave entitlement and ensuring this is claimed correctly.

12. Processing payments using the organisations debit card. Ensuring paperwork is in place and authorised.

13. Processing Pension payments in the absence of the Finance Manager.

15. Prepare invoices and ensuring payment is received.

16. To ensure that efficient systems are kept and to continue to streamline accounting.

17. Assisting the Central Services Manager with administration for the organisation.

**General Responsibilities:**

To work within a framework which:

1. Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.

2. Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model

Respects, encourages and builds on individual clients’ coping strategies, skills and autonomy.

3. Maintains good liaison with any other outside agencies as is necessary.

4. Promotes good joint working, links and cross-referral with all elements of the services delivered by North Kent Mind.

5. To attend training/meetings and some annual events as required.

6. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

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