**Job Title:** Accounts Assistant

**Reports to:** Finance Manager

**Hours of Work:** Part time up to 25 hours per week

**Normal Place of Work:**

The Hideaway, Partington Shopping Centre, M31 4EL

**PURPOSE OF JOB**

To support the work of Hidden Treasure Trust CIO and Hidden Treasure Discovery Centre CIC by providing accounting services, alongside the Finance Manager.

**KEY RESPONSIBILITIES**

* Process receipts and payments made via cash, cheque or online using the relevant software and systems.
* Process purchase invoices on Xero and QuickBooks.
* Process the online transactions for web transactions made via Third Party Companies.
* Process company credit card Transactions.
* Maintain donation database and assist with Gift Aid claims.
* Carry out other bookkeeping tasks and journals, ensuring all information is entered for bank & till reconciliations.
* Supporting with the completion financial and funding reports.
* Assist with the weekly and monthly supplier payment runs.
* Work with the Finance Manager to process information for the VAT Return on a quarterly basis.
* Review the customer ledger, working with the party team to ensure all cleared on a regular basis.
* Review supplier ledgers, ensuring all cleared on a regular basis.
* Work with the Finance Manager on other ad hoc financial work.
* Update procedures for all aspects of the role as they develop.
* Deal with enquiries from staff, customers, and suppliers in a friendly and professional manner.
* To undertake all duties in accordance with relevant Health & Safety legislation and in line with the values and ethos of the organisation
* To uphold and promote the vision and values of Hidden Treasure Trust.
* Supporting anything else deemed necessary in this post.

This job description does not form part of your Contract of Employment.

**Dated:** January 2024

**Skills Required**

The role demands the following blend of skills, experience, knowledge, and behaviours and will be assessed by application letter, CV and/or interview/ assessment as deemed necessary.

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Knowledge, Skills, and Abilities:** |  |
| Have excellent communication skills:* Actively listens and responds politely and clearly.
* Presents written information in a clear, structured, and concise manner.
* Speaks with clarity, effective structure, volume, pace, and tone.

Works well with colleagues inside and outside the team; respecting, compromising, supporting, and valuing the views of others.Committed to providing excellent service.Recognises the importance of high standards of customer service.Good working knowledge of Excel.Experience using accounting software, e.g. Quickbooks and Xero. | Knowledge of different VAT schemes. |
| **Qualifications/ Attainments:** |  |
| GCSE English Language min. level 5. and Maths, min. level 5. | Accounting or business qualification. |
| **Experience:** |  |
| Experience of bookkeeping/ accounting | Experience in charity accounting.Experience in Payroll.Experience serving the general public. |
| **Personal Qualities:** |  |
| Friendly and honest.Able to work in a disciplined and organised manner, seeking advice regarding priorities when necessary.Attention to detail.Self-motivation and pride in doing a good job.The ability to handle confidential matters with discretion. | Flexibility on working hours, Monday to Friday. |
| **Other:** |  |
| A willingness to work within the Christian ethos and values of the organisation.A willingness to undertake CPD training opportunities. | Appreciation of health, safety, and welfare of children.An enhanced DBS (formerly CRB) check may be required.A willingness to undertake First Aid training. |