**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.

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| **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. |