

MILDMAY MISSION HOSPITAL

JOB DESCRIPTION

Job Title:	Finance Assistant
Directorate:	Resources
Salary:	£22-25k (inc London Weighting) - depending on experience
Accountable to:	Group Head of Finance

Job Purpose

Mildmay is a Christian International HIV Charity with an annual turnover of around £15m. Based in London, the Finance Assistant will be responsible for maintaining the purchase ledger, raising sales invoices, preparing payroll on spreadsheets to send to an external payroll agency, and other finance duties.

You should possess a basic understanding of accounting principles with good accuracy, attention to detail and experience of spreadsheets, e-mail and computerised accounting packages, preferably Pegasus/ Opera.

He/she will have responsibility for:

- Maintaining the purchase ledger
- Preparation of payroll on spreadsheets to send to payroll agency
- Maintaining the sales ledger
- Other Ad-hoc duties

Main Duties and Responsibilities

Purchase Ledger

Processing all invoices received for three entities to ensure payment within the suppliers' terms.

This role involves:

1. Entering invoices onto the Purchase Ledger Register
2. Distributing the invoices to budget holders and assisting them with financial coding
3. Updating & amending the invoices on the register to prepare for payment
4. Preparing BACS payments and cheques (as we phase out)
5. Reconciling supplier statements & dealing with suppliers' queries

Payroll

Working with our payroll contractors, eSlip, to produce a monthly payroll for all staff at three entities.

e-Slip provide a schedule of deadlines that have to be met each month to ensure the salaries are paid on the due date.

The role involves:

1. Liaising with HR to calculate sick-leave/pay for long-term absentees/ maternity pay
2. Preparing the payroll on spreadsheets to send to eSlip
3. Checking the BACS payment list and faxing the BACS authorisation signed by Head of Finance
4. Distributing payslips to employees and dealing with their queries

Sales Ledger

Maintaining the sales ledger

This role involves:

1. Raising invoices based on information received by departments
2. Contacting customers to ensure prompt payment

Other Ad-hoc duties

1. Duties as requested by Group Head of Finance
2. Managing petty cash requests
3. Processing credit card and cash expenses for staff
4. Banking cash and cheques when necessary
5. Various Financial Year-End procedures
6. Filing and maintaining accurate records in all aspects of the role.
7. Opening & sorting any unspecified post addressed to 'Mildmay' in general.

GENERAL

DATA PROTECTION

If required to do so, to obtain and / or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

EQUAL OPPORTUNITIES

It is the aim of the Hospital to ensure that employees and job applicants receive equal treatment irrespective of their ethnic origin, gender, religion, race, colour, nationality, marital status, sexuality, age and physical capabilities, and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable.

HEALTH & SAFETY

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

NO SMOKING

We operate a 'No Smoking' policy which does not allow smoking at work.

THIS JOB DESCRIPTION MAY BE REVIEWED FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER TO TAKE INTO ACCOUNT OF THE CHANGING PRIORITIES OF THE CHARITY.

MILDMAY MISSION HOSPITAL

**PERSONAL SPECIFICATION
FINANCE ASSISTANT**

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATION/ KNOWLEDGE		
Qualified Accountant		X
Computer literate	X	
Business accounting software package		X
Pegasus business software		X
EXPERIENCE / SKILLS		
Spreadsheet/financial modelling	X	
Charity or Not for profit accounting		X
Payroll & pension management		X
PERSONAL QUALITIES		
Excellent organisational skills	X	
Pro active and creative	X	
Adapt to change	X	
Experience of meeting deadlines	X	
Good communicator	X	
MILDMAY MISSION HOSPITAL REQUIREMENTS		
Sympathetic to Mildmay's commitment to the spiritual care of patients as a part of holistic care	X	
Committed and practising Christian		X
Understanding of Aids		X
Willingness to travel	X	
Commitment to Equal Opportunities	X	