

HAYFIELD SUPPORT SERVICES WITH DEAF PEOPLE LTD

JOB DESCRIPTION – ADMINISTRATIVE AND FINANCE ASSISTANT

Responsible to Director and Finance Office/Director's Assistant

Main Duties and Responsibilities

The Administrative and Finance Assistant is specifically responsible to/and will work for the Finance Officer/Director's Assistant.

Duties may include:

Assisting the Finance Officer/Director's Assistant as delegated with the tasks/duties listed below:

Recording and maintaining all of Hayfield's financial activities and business transactions as directed by the FO/DA.

Calculations, postings and financial data for use in maintaining accounting records using Sage, Microsoft Office, Excel and Hayfield's databases.

Compilation and analysis of financial information under the direction of the FO/DA to work towards preparation of profit and loss statements, balance sheets and management reports to summarise Hayfield's present and projected future financial position.

Assistance to the FO/DA to prepare monthly management accounts and analytical reports for Managers, Director, Board of Trustees/Directors and annually to assist with preparation of end of year accounts for the external auditor.

Assisting with preparation of 4 weekly/monthly invoices for getting funding due from local authorities for service users.

Ensuring records of all transactions are kept extensively and assisting FO/DA with credit control checks to ensure there are no discrepancies and cash flow and bank statements are in order.

Following up any late payments with local authorities or other external agencies.

Assisting FO/DA with DWP benefits form completion and processing for new and existing service users and ensuring these are up to date with details and any changes of circumstance and that service users are receiving all the benefits to which they are entitled.

Checking with Day Support Workers that service users are receiving all the funds to which they are entitled into their bank accounts and following up any issues with the relevant DWP department.

Assisting with collating, processing invoices in preparation for payment to creditors; analysing amounts, comparing/attaching delivery slips/purchase orders, obtaining Managers/Director signatures as appropriate, checking balances with statements, following up any discrepancies with relevant staff and supplier in preparation for recording in Sage.

Helping to ensure that all creditors are paid within their payments terms.

Assisting FO/DA to maintain bank accounts via monthly statements and regularly checking funds using Bankline Lite.

Inputting Moorepay Payroll, if required, and ensuring records are up-to-date for salaries, pensions and HMRC etc.

Assisting with recording and maintaining the fixed asset database and labelling new assets to keep the record current and up-to-date with appropriate detail. Ensuring all disposals are authorised and recorded in line with auditor requirements.

Assisting Administrative Assistants/Receptionist with their duties e.g. working with petty cash, PO's and floats and their reconciliation and covering their admin and reception duties during illness or annual leave e.g. reception/telephone duties, processing/distributing mail, typing reports etc., filing, photocopying, faxing, ordering stationery supplies, petty cash duties, database input and administrative support to Managers and their teams.

Undertaking mandatory training including Health & Safety & Fire annual certificated training and First Aid At Work and any other training relevant to the post as discussed and authorised by the Director.

Being conversant in basic sign language (BSL 1, and if required, BSL 2 training will be provided)

Knowing and operating at all times within the current Health and Safety at Work legislation and maintaining a safe working environment.

Undertaking any other duties appropriate to the post and in line with the needs of Hayfield to enhance their aims and objectives.