

JOB DESCRIPTION

Employer:	Ashiana Network. A Company limited by guarantee and a registered Charity
Post:	Finance Assistant
Reports to:	Director
Grade:	NJC Scale Point 23 + Outer London Weighting
Working Hours:	14 hours per week Overtime will not be paid. Time off in lieu will be granted for any hours worked in excess.
Annual Leave:	20 days per annum plus public holidays (pro rata).

BACKGROUND:

Ashiana started operating in 1989 and specialises in helping young women, aged 16 - 35 years, from South Asian, Middle Eastern & Iranian communities who are at risk of domestic violence and sexual violence.

OUR SERVICES:

Ashiana runs three refuges with a total of 21 bed-spaces; specifically for women aged 16-35 fleeing forced marriage. This multi award winning project is the only service of its kind in the UK and is highly innovative in terms of addressing an area of significant need not met in other refuge provision. Within these refuges we designate a number of bedspaces for women with no recourse to public funds. We offer an advice and support service to women and girls who are experiencing domestic violence/sexual violence, enabling them to make informed decisions and exit violent relationships. We provide counselling for women and girls affected by domestic violence and sexual violence. We also deliver an education programme for young people in secondary schools in East London aimed at preventing domestic violence and enabling young people experiencing domestic violence to access appropriate services. We deliver a range of awareness raising workshops for young people in the community and training on domestic violence for professionals in the voluntary and statutory sector.

PRIMARY TASK:

The post holder will be responsible alongside the Management Committee, Senior Management team and other workers for the effective running of the Network; in accordance with the Management Policy, ensuring that it meets the needs of South Asian, Middle Eastern and Iranian women who have been made homeless as a result of physical, sexual, emotional or mental abuse.

- ☐ In conjunction with the Director and Finance Worker, to be responsible for all aspects of the Project's finances

- ❑ To assist the Finance Worker to address all issues of a finance nature and provide all relevant information to meet external demands. This may include, but is not limited to, budget setting, reporting and control, income management, financial reporting to external bodies, annual accounts preparation
- ❑ To ensure that information is shared with the Director, Finance Worker and staff members
- ❑ To keep abreast of regulations and developments in Government and Local Authority legislation and advise on their financial implications

KEY RESPONSIBILITIES:

- ❑ Be the first point of contact for all general Finance related queries
- ❑ Assist the Finance Worker and Senior Management Team
- ❑ Process all purchase orders and invoices and ensure Ashiana complies with the authorisation levels, as prescribed within Ashiana's financial procedures
- ❑ Assist with preparation of payroll
- ❑ Process all expense claims ensuring that all the necessary supporting documents are attached and authorised by the relevant Senior Management Team
- ❑ Reconcile purchase ledger with supplier statements, ensuring that all differences are fully investigated and resolved.
- ❑ Assisting with the preparation of quarterly accounts, budgets and year-end
- ❑ Assisting with bank reconciliations, rent reconciliations and day to day banking
- ❑ Record the petty cash transactions on the accounting system, reconciling petty cash accounts monthly.
- ❑ Assist in managing the financial administration procedures and improve processes
- ❑ Assist in making statistical returns, as required
- ❑ Assist Senior Management Team with budget/expenditure
- ❑ Perform ad hoc accounting duties
- ❑ Contribute to the successful achievement of team plans by organising and prioritising workload
- ❑ Cover for the Finance Worker in her absence

GENERAL DUTIES:

- ❑ To prepare regular written reports for the Management Committee as and when requested by the Director and Senior Management Team
- ❑ To set up and maintain information, record keeping, archiving and monitoring systems in line with agreed practices and procedures
- ❑ To attend staff meetings, supervision sessions and contribute to the effective management of Ashiana
- ❑ To maintain confidentiality in all matters relating to the Ashiana and its service users
- ❑ To attend training as and when required
- ❑ To ensure the active promotion of and implementation all Ashiana policies such as Equality & Diversity and Health & Safety
- ❑ To carry out any other duties commensurate with the objectives of the post as requested by the Management Committee and Senior Management Team

Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. Ashiana is an organisation responding to complex and challenging issues and a 'Can do' attitude and flexibility to take on other related tasks is essential. This job description does not form part of the contract of employment.

Employee's Name:

Signature of Employee:

Signature of Director:

Person Specification

POST: Finance Assistant

Education & Qualifications

- ☐ Minimum 5 GCSEs (A-C passes) or equivalent, including English and Maths **-(Essential)**
- ☐ Evidence of studying for an accounting qualification would be an advantage **-(Desirable)**

EXPERIENCE

Essential

- ☐ Minimum of at least one year's experience in finance administration working at the appropriate level of responsibility
- ☐ Proficient in IT packages
- ☐ Experience in using SAGE would be an advantage
- ☐ Experience of producing written reports

SKILLS & ABILITY

Essential

- ☐ Demonstrate meticulous attention to detail
- ☐ Good organisation and administration skills
- ☐ Ability to work on own initiative, prioritise workload accordingly and meet deadlines
- ☐ Be able to work effectively and flexibly as part of a team
- ☐ Excellent communication and interpersonal skills and proven ability to deal with people at a variety of levels
- ☐ Good time management and planning skills, and proven ability to meet tight deadlines
- ☐ Fluency in written and spoken English
- ☐ Flexibility to take on other related tasks
- ☐ Commitment to the aims and values of Ashiana

KNOWLEDGE

Essential

- ☐ Knowledge and understanding of the voluntary sector i.e. supported housing
- ☐ Understanding of Local Government structures and other grant giving bodies
- ☐ Knowledge of how local authorities and housing associations work

Desirable

- ☐ Experience of working in a women only project or a multicultural setting.
- ☐ Knowledge of fund-raising techniques.
- ☐ Experience of fund-raising.
- ☐ An understanding of the issues affecting women, particularly BME women
- ☐ An understanding of the impact of discrimination on the lives of BME women
- ☐ An understanding of the concept of confidentiality in working at a refuge
- ☐ A commitment to and the promotion of equal opportunities in the provision of Ashiana's services
- ☐ An understanding of the aims and objectives of Ashiana and a commitment to its core values

Awareness

- ☐ An understanding of the issues affecting young people, particularly BME groups
- ☐ An understanding of the impact of discrimination on the lives of BME women and girls
- ☐ A commitment to equal opportunities in the provision of the Network's services
- ☐ Commitment and understanding of the aims and objectives of the Network

- ☐ Experience in planning, developing and delivering advocacy, advice and support services, if applicable
- ☐ Experience of working in the voluntary or community sector
- ☐ Experience of multi-disciplinary work including child protection
- ☐ Experience of working with the BME women and girls
- ☐ Knowledge of child protection legislation

PROFESSIONAL DEVELOPMENT

- ☐ To attend regular supervision and appraisal meetings
- ☐ To keep up to date and to meet identified learning and development needs as appropriate, maintaining professional standards and remaining accredited at appropriate level

TEAM WORK & SERVICE DEVELOPMENT

- ☐ To attend and contribute to staff meetings
- ☐ To attend and actively participate in other meetings as required, and to take an active role in the planning and development of the Service
- ☐ To network and liaise with external agencies as agreed

CIRCUMSTANCES

Essential

- ☐ The post requires occasional evening and weekend work