

## Job description

### Accounts Assistant

Reports to:	Head of Finance
Based at:	Coeliac UK Head Office, High Wycombe
Salary grade table:	General and Administration (GA5) - 0.6 FTE
Line management:	No direct reports
The role:	We are looking for an Accounts Assistant with a commitment to the vision of Coeliac UK to provide day-to-day accounting support to colleagues and external partners. You will have strong financial management and administration skills, good written and oral communications skills, and the ability to work effectively as part of a small team.

### Key responsibilities

- Ensure supplier payments, expense claims and grants to partners are correctly approved and coded.
- Manage the payments process, including setting up payments (UK and foreign) on the electronic banking system.
- Record income and expenditure onto Finance System
- Download the bank statements and reconcile with the CRM reports daily.
- Maintaining the prepayments schedule and associated journals
- Assist with Sales ledger tasks from setting up new customer to credit control.
- Assist in preparation of the monthly management accounts and year end accounts, audit preparation and analysis.
- Resolve finance queries and requests from budget holders, suppliers, groups and volunteers.

### Knowledge, skills and experience

#### Essential

- Good attention to detail
- Experience of bookkeeping, working with finance and CRM systems
- Proficient in Microsoft Office suite (particularly Word and Excel), with advanced Excel skills
- The ability to work effectively both independently and as part of a team.
- Commitment to the vision of the Charity.
- Excellent planning and time management skills.
- Proactive and supportive, with a positive outlook

#### Desirable

- Experience of working within the charity sector.
- AAT Certificate/Foundation Level or equivalent work experience

## Competencies

<b>1: General</b>
Demonstrates competence in own area; may still be acquiring higher level skill
Typically works within clearly defined guidance in own area of knowledge
Depends on others for instruction, guidance and direction
<b>2: Technical expertise; building &amp; maintaining</b>
Developed skills in basic theories, practices and procedures in one skill area through formal training
<b>2: Technical expertise; applying &amp; anticipating</b>
Applies knowledge/skills to a variety of standard day to day activities
<b>3: Client/organisation orientation; client response</b>
Responds to client requests in non standard situations, investigating all the facts
<b>3: Client/organisation orientation; organisation understanding</b>
Understands relationships between work processes and the organisation
<b>3: Client/organisation orientation client response; costs</b>
Understands costs related to own work
<b>4: Creating &amp; delivering solutions; problem solving</b>
Uses existing, clearly defined procedures to solve routine problems, generates possible solutions
<b>4: Creating &amp; delivering solutions; planning &amp; organising</b>
Manages own time to deliver against tasks set by others, with a medium term horizon
<b>5: Working relationship; communicating, negotiating &amp; influencing</b>
Asks questions, checks for understanding, provides explanation clearly and precisely, presents information clearly and in appropriate style
<b>5: Working relationship; teamwork, coaching &amp; guiding</b>
Works actively in team activities
<b>5: Working relationship; networking</b>
Builds stable and useful working relationships internally and develops external relationships

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the needs of the charity.