



## **JOB DESCRIPTION**

**Post:** Finance Admin Assistant

**Responsible to:** Resources Coordinator

**Line Management Responsibility:** None

**Hours per week:** Part time – 16 Hours per week worked flexibly during standard office hours

**Salary Scale:** £18,070 - £20,138 per annum pro rata (Scale 4 - NJC Point 18 - 21)

**Contract:** 1 Year

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### **Overall Purpose of the Role**

The main role of the Finance Admin Assistant is to provide clerical and administrative support to the Resources Co-Ordinator and Finance Officer/Manager.

**Working hours** - the post-holder will work 16 hours per week, flexibly within standard office hours - Monday to Friday between 9am and 5pm. The working pattern to be agreed with the line manager.

### **Main duties & responsibilities**

- Scanning and online filing to maintain accurate records and enable the administrative and finance functions of Jimmy's to work efficiently
- Petty cash / banking – Ensure all projects are adequately resourced and that all expenditure is correctly accounted for. Manage the weekly banking process and produce cash reclaims as required.
- Updating spreadsheets, databases and other tools with data and other information
- Assist keeping records of service charge contributions and producing letters for residents, keeping a record of all actions taken
- Support the Finance Officer/Manager with the accurate processing of petty cash.
- Responding to relevant telephone, email and in-person enquiries as relates the post-holder's work
- General administrative activities which support the Finance Officer/Manager and our external accountants,
- General office administration as required.

### **General requirements for all staff**

- Other duties as reasonably required related to the core functions of the role

- Take responsibility for personal training and development and attend appropriate supervision & training sessions.
- At all times have a strong awareness and understanding of Jimmy's policies, including health & safety, equal opportunities, diversity & inclusion, safeguarding, data processing and volunteering.
- Communication and liaison with staff, volunteers and external agencies and funders as required

This job description is a general outline of the duties and responsibilities of the post holder and may be amended by Jimmy's Cambridge as the service develops and the expectations of the role change. The post holder may be required to undertake other duties as may reasonably be required from time to time.

## **Person Specification**

### **Essential**

- Experience of working in an administrative role supporting the work of the organisation's finance team
- Excellent proficiency in IT systems including Microsoft Office, and in particular Outlook, Word and Excel Quick to learn new systems.
- Excellent planning, organisation, and prioritisation skills
- Flexible and a positive 'can do' outlook
- A commitment to the core values of Jimmy's
- Proven ability to keep clear, accurate records & reports
- Very high standard of numeracy and literacy
- Excellent interpersonal, verbal, and written skills and management ability
- Awareness of professional boundaries
- Ability to communicate clearly and offer appropriate support
- Good team player
- proactive and organised with a strong attention to detail.
- Eager to learn and expand their knowledge of working within a finance role.

### **Desirable**

- Working towards a finance-related qualification

### **Jimmy's Core Values**

1. Confidentiality
2. Honesty
3. Inclusion
4. Professionalism
5. Passion for the work we do
6. Empathy
7. Respect