



Job Description

Job Title:	Accounts Assistant
Reporting to:	Manager
Contract Status:	Part-time (2-4 hours per week)
Rate:	£13 - £15 per hour (depending on experience)
Time:	Flexible (any preferred hours)

Primary Purpose:

To assist the Administration team and maintain monthly Management Accounts and annual Financial Accounts for Off The Record (OTR) a small charitable organisation based in Twickenham.

Key Objectives:

- To ensure that all financial data is accurate, up to date and balanced.
- To provide financial support to the Administration team and to accurately and efficiently allocate all income and expenditure.

Accountabilities:

- To ensure efficient reporting, analysis and measurement of financial information and data against set timescales, targets and objectives.
- To monitor cashflow, including input of all invoices, regular reconciliation of statements and posting of all transactions on an ongoing basis.
- To oversee the administration of the bank account including monthly reconciliations.
- To assist with the production of annual budgets.
- To support the Board of Trustees with regular and relevant information on the Management and Financial accounts.

Skills:

- Excellent working knowledge of Excel (vlookups, hlookups, pivots)
- Demonstrable skills in accuracy and attention to detail (up to audit standard)
- Good time management and prioritisation skills

- Good communication skills (verbal and written)
- Good computer skills (MS Office)
- A high level of discretion and confidentiality is essential

Knowledge and Experience:

- Proven track record as an Accounts Assistant or similar position
- Some understanding of charity finance and the requirements of SORP would be helpful but not essential.

Personal Qualities:

- Ability to demonstrate a positive, proactive and problem-solving approach in all financial matters.
- Ability to plan and prioritise a diverse workload and deal competently with a variety of activities and projects.
- Ability to remain focused whilst adhering to deadlines.
- Ability to make decisions and work well under pressure
- Flexible, adaptable, self-motivated and approachable within the working environment.