

Job pack

Finance Assistant – part time

Salary: £26,000 (Prorated for part time)

Based: Liss, Hampshire

Location: Onsite Working

Hours of Work: 18,5 hours per week

Contract: Permanent

The White Eagle Lodge is a spiritual organisation. It is not necessary for the applicant to be a member or adherent of the Teachings, but respect and empathy are required for the spiritual aspects of the work and the values and ethos of the Lodge.

We are looking for a positive, methodical and well organised person. You need to be a good team player as well as being able to self-manage and work to deadlines. You would be working in a beautiful rural setting on a country estate, therefore your own transport is essential.

Skills and Experience

For this role it is essential to have good administrative skills and proficiency in all aspects of the Microsoft Office suite, especially Excel. Good communication and interpersonal skills. You need to be adaptable and maintain a positive attitude. Being able to multitask with competing deadlines. Being disciplined and structured. Experience of a similar role in a small organisation is desirable.

For an informal discussion about the post please contact Kim Sanderson on 01730 893300 or email kim.sanderson@white-eagle.org.uk

To apply please submit your CV and a supporting statement, outlining how your experience meets the criteria, to support@bespokehr.com Job ref: WELFASSISTANT2024

Closing date: 25th October 2024

What we can offer you

Benefits include 25 days annual leave plus bank holidays (Prorated for part time); access to the NEST pension scheme; enhanced sick pay and access to an Employee Assistance Programme. We offer an environment which encourages development, empowerment and personal responsibility.

MAIN DUTIES AND RESPONSIBILITIES

Implement efficient and diligent financial practices.

Ensure the Lodge meets all required legislative requirements.

Liaise with Finance Officer to ensure all financial accounting processes are carried out appropriately.

Responsible for the administration of membership payments, ensuring accurate records are maintained on Sage and the CRM. To include the collection of direct debits. Maintain direct debit records including setting up new direct debits, writing to subscribers if DD fails. Provide OSC with weekly reports on membership payments via BACS, standing order and DD.

Produce & check monthly DD collection and process files for BACS collection.

Maintain Gift Aid claim including keeping records up to date and producing half yearly claim to HMRC.

Process, record and reconcile all income and spending, including purchases, invoices, cash transactions and sales and provide accurate information for the purposes of reporting and filing accounts.

Reconcile day book on a weekly basis, post to SAGE and bank cheques.

Post invoices to Sage.

Manage purchase invoice authorisation process.

Keep an eye on petty cash and floats.

Analysis of income and post to Sage.

Sales invoices for SCB and Deep books prepare and post on Sage

Liaise with Retreats and Events Administrator to raise invoices. Administer payment for meeting room hire and retreats. Credit control.

Keep track on business use of meeting room.

Send out quarterly returns to the regional centres and reconcile them when completed.

Other duties as necessary and commensurate with the role.

Within collaborative self-managing teams, individual team members have responsibility for specific tasks and areas of work; although knowledge is shared to facilitate effective working and to enable colleagues to provide cover for each other. The team discusses and agrees any changes to ways of working, referring to the Coordinating group as necessary. All teams have a member with Ministerial/spiritual input/outlook. The team makes a yearly budget proposal, with help from the Finance Officer and after agreement from the Trustees they work on keeping costs down and oversees the financial performance within their agreed budget. If financial investments outside the budget are needed it is taken to the Coordinating group who consults the Trustees.

The team ensure all work is carried out effectively and efficiently, plan and coordinate procedures and systems to streamline processes within the team and keep up with skills development that are needed to carry out their tasks. The teams plan and agree between themselves when leave of absence is taken so that the necessary work can continue.

The teams ensure their outputs are consistent with the Lodges charitable objectives and its ethos and ensure the Trustees are made promptly aware of significant issues including any that might affect the reputation, financial position, health and safety, business continuity etc of the Lodge.

Individuals may also be invited and/or volunteer for other project teams that are formed on a temporary basis to progress specific projects and will also work in a collaborative and self-managing way. Team members should consider whether they have the capacity to take on such additional work and discuss with their team as necessary.

Person specification Finance Assistant

Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> - Bookkeeping experience - Experience of a similar role 	<ul style="list-style-type: none"> - Experience of a similar role in a small organisation 	CV Interview
Interpersonal skills	<ul style="list-style-type: none"> - The application of sound judgement - Effective prioritisation and organisation skills - Ability to develop and maintain good relations with Trustees, volunteers, staff and contractors 		CV Interview

Communication	<ul style="list-style-type: none"> - Effective written and verbal communication skills 		Interview
Personal Qualities	<ul style="list-style-type: none"> - Ability to take initiative and prioritise workloads - Being able to multitask with competing deadlines - Ability to work as a team player as well as autonomously - Attention to detail - Being adaptable and maintain a positive attitude 		CV Interview
Technology / IT Skills	<ul style="list-style-type: none"> - Highly computer literate and proficiency in all aspects of the Office suite, especially Excel. - Easily learn new IT programs/applications 	<ul style="list-style-type: none"> - Experience in using Sage accounting software 	CV Interview
Education and Training	<ul style="list-style-type: none"> - Bookkeeping qualification or experience (minimum two years) - Evidence of continuing professional development? 		CV Interview