



## Finance Assistant

### Job description

Role	Finance Assistant
Reporting to	Regional Manager
Role type	Part-time (20 hours/week), permanent. Flexible working pattern
Direct reports	None
Salary	£22,500 per year pro-rata, (actual £12,000) plus pension
Location	Hybrid: St. Paul's Learning Centre, Bristol and home-based

### Job purpose

Marmalade Trust is a small but ambitious charity; raising awareness of loneliness nationally and supporting people experiencing loneliness to feel more connected. Since 2013 we have run projects (supported by our incredible volunteers) across Bristol, North Somerset, and South Gloucestershire. Each year we run our Loneliness Awareness Week campaign which is celebrated around the UK and now globally. We do not receive statutory funding but are very well supported by members of the public, regional grant givers and corporate organisations. Each year we have grown and have ambitious plans to continue this over the coming years. To help support this growth, we need a finance assistant to join our team.

To date, the finances have been managed by a combination of volunteers and Trustees – and in the first instance, the role will involve picking up these tools and tasks. This will continue to be supported by one of our Trustees who is an experienced and qualified finance professional.

The role will involve supporting the team with day-to-day transactions, which includes making payments and tracking expenses, cash and cheque handling and liaison with our outsourced payroll provider. In addition, the role will have key responsibilities in relation to budget and forecast management, including budget development, the preparation of cost reports, supporting tracking the progress of projects, and providing relevant information to support the team.

We are looking for someone with an accounting background who has an interest in the provision of robust management information to support planning and project management – we see this very much as a proactive, team role. There are some statutory aspects, including

Charity SORP requirements and some required disclosures to regulatory bodies, that this role will assist with.

Finally, this role will contribute to the development and maintenance of financial policies and procedures (including risk assessments) and keep up to date with relevant legislation and policy.

## **Development opportunities**

The role is varied and interesting, and a perfect place for someone who wants to make a real community difference. There is scope in the future to move from our offline record keeping to a cloud-based accounts service, and this role would be very much involved in that.

The successful candidate will be expected to become an integral part of Marmalade Trust and work as part of the team to explore and improve project/service delivery and support new developments, as organisational growth is expected.

## **Job accountabilities**

- Be the first point of contact for our suppliers, contractors, colleagues and bank for day-to-day financial matters.
- Keep accurate financial records (currently using spreadsheets).
- Banking of cheques and cash from time to time.
- Provide support during budget preparation – working with our leadership team to develop organisational and project budgets.
- Support the team in managing projects and funding bids – providing information and ideas.
- Monitor and evaluate financial matters and produce finance reports for the organisation.
- Track our main bank account and ensure information is up to date and in balance.
- Update financial tools (spreadsheets) with transactions from the bank, and generate statements/reports/management info from these.
- Help prepare year-end accounts using existing tools – SOFA, balance sheets, fund reconciliations – this involves a volunteer accountant and auditor, the financial Trustee will lead.
- Create ad hoc cost analysis reports for the team (e.g. fixed and variable costs, fund balances).
- Support monthly payroll via liaison with outsourced payroll team and keep detailed internal Payroll records.
- Process invoices and follow up with relevant partners as needed.

- Work with the organisation in the identification and implementation of an appropriate finance system (presumably cloud-based) to migrate to at some future point.
- Support Marmalade Trust to remain an inclusive and diverse organisation, helping us to advance equality for our members and volunteers and diversify & strengthen our reach.
- Complete any other reasonable duties the Regional Manager requests and be willing to work reasonable out-of-office hours on occasions as required.

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a role with a similar level of finance responsibility – as Finance Assistant, Finance Officer or similar.</li> <li>• Experience in monitoring, evaluating and reporting on budgets, KPIs and outcomes for contracts and grants.</li> <li>• Experience in day-to-day banking such as cheques and cash as well as checking income and expenditure on our bank account.</li> <li>• Good knowledge of accounting and bookkeeping procedures.</li> <li>• Strong MS Excel skills (creating/updating spreadsheets and using financial functions). No Visual Basic is required.</li> <li>• Organizational and time-management skills</li> <li>• Attention to detail, with an ability to spot numerical errors.</li> </ul>	<p>Financial qualification, e.g. AAT</p> <p>Familiarity with accounting software (e.g. QuickBooks/Xero)</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills - the ability to communicate empathetically and effectively with a diverse range of people, including volunteers, colleagues, trustees and Marmalade Trust members.</li> <li>• High standard of general IT skills, particularly in Gmail, Word and PowerPoint with a strong knowledge of MS Excel.</li> <li>• Strong organisational skills, the ability to drive your own workload and work independently and within a team, thinking creatively and adopting a solutions-focused 'can do' approach.</li> </ul>	<p>An understanding of various donation methods that the public may use such as Just Giving.</p>

	<ul style="list-style-type: none"> <li>• The ability to clearly communicate finance results and budgets to the teams.</li> <li>• The ability and commitment to identify personal development needs on an ongoing basis.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of basic financial matters appropriate for a small organisation.</li> <li>• Working understanding of GDPR, data protection and confidentiality legislation and regulation.</li> <li>• Good understanding of, and a commitment to promoting Equality, Diversity and Inclusion.</li> </ul>	Knowledge of the charity sector.
<b>Competencies/behaviours</b>	<ul style="list-style-type: none"> <li>• A commitment to Marmalade Trust and its vision.</li> <li>• Managing competing priorities and responsibilities when working in a high-pressure environment, planning, organising and managing workflow to meet demanding deadlines.</li> <li>• Attentive in accuracy and detail of finance recording and management.</li> <li>• Ability to form and maintain good working relationships with colleagues.</li> <li>• A willingness to keep up to date with relevant policy changes, ensuring Marmalade Trust remains compliant with legal requirements and best practices.</li> <li>• Act as an ambassador and advocate for Marmalade Trust.</li> </ul>	Compassion and an understanding of the additional challenges faced by vulnerable or older people.
<b>Other</b>	<ul style="list-style-type: none"> <li>• A willingness to undertake reasonable work outside of core working hours when this is necessary.</li> </ul>	

## How to apply

Please submit a CV and cover letter\*. Your cover letter should clearly identify how you meet each of the skills, knowledge and experience requirements for the role. You can use headings and bullet points for this.

Please note, due to the large volume of applications, you will not be asked to interview if you do not include a covering letter\* explaining how your experience meets the role requirements.

We offer flexible working hours – please contact us if you would like more information.

At Marmalade Trust, we want to create a genuinely inclusive workplace, where we embrace the differences of all our colleagues and celebrate diversity. To help ensure all candidates are assessed only against the job description, our selection process uses anonymised candidate applications.

To apply, send your CV and cover letter\* to Jade via [support@marmaladetrust.org](mailto:support@marmaladetrust.org). For an informal conversation about the role before you apply, please contact Xanne via [xannecarey@marmaladetrust.org](mailto:xannecarey@marmaladetrust.org).

\*You can choose to submit your cover letter as a voice recording clearly identifying how you meet the criteria.