

**Job description:** Finance assistant (full-time or part-time roles available), six month contract

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**Responsible to:** Finance director, Fulham Palace Trust

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**Employees directly supervised:** Bookkeeping and finance volunteers

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**Salary:** £29,000 to £34,000 pro rata

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## **Background**

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Fulham Palace is a truly remarkable place. For centuries, this Grade I Listed building situated in extensive grounds by the River Thames was the country residence of the Bishops of London. The Palace is now managed by Fulham Palace Trust, a charitable trust, which is inspired by a vision to restore our nationally significant historic house and garden to their original beauty and to provide outstanding facilities for the local community and visitors from farther afield.

As finance assistant you will be a reliable, organised individual with excellent IT and bookkeeping skills, good levels of literacy and numeracy and experience of Microsoft Office systems. You should be AAT qualified and/or CIMA, CIPFA, ACA OR ACCA part qualified and have hands on experience of Xero or similar.

## **Job summary**

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The finance assistant has responsibility for accounting duties as a vital part of Fulham Palace Trust's finance function, and provides support to the finance director in the operational financial management of the organisation.

## **Key result areas**

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### **Duties and responsibilities**

#### **Accounting and ledger management**

- To have overall responsibility for managing the sales, purchase and bank ledgers for Fulham Palace
- Responsibility for ensuring the correct recording of income and expenditure to comply with the requirements of HMRC

- Delivery of timely and accurate transaction processing, income and expenditure posting, ledger reconciliation and customer, supplier and bank liaison
- For sales ledger, to raise and post sales invoices as required, including close liaison with internal departments to ensure correct coding; analysis and reconciliation of distribution of income from 3<sup>rd</sup> party income platforms to correct department and nominal codes; distribution/delivery of sales invoices as required; credit control in conjunction with relevant stakeholders; filing and general sales ledger administration according to departmental procedure
- For purchase ledger, to post invoices as received, maintain the purchase approval system and close liaison with internal departments to ensure correct coding; management of weekly payment runs, liaison with suppliers, preparation of BACS reports and correct posting of bank transfer; filing and general purchase ledger administration according to departmental procedure
- For bank, accurate posting of relevant transactions (including use of batch payment systems); debit card postings; handling and regular banking of cash receipts; regular reconciliation of all accounts for approval by finance director; filing and general bank account administration according to department procedure
- Create payroll journal from the payroll reports provided by the external payroll company
- Providing cash floats for events
- Management of other forms of income and expenditure activity
- Other accounting duties as required by the finance director

### **Reporting**

- Supply regular aged debtor and creditor balances and reports and review
- Reconcile on a monthly basis bank, intercompany, internal & external recharges and provide supporting reports to the finance director as agreed
- Support the finance director to prepare management accounts templates for monthly meetings with budget holders, and supporting the finance director with queries
- Supply other ad hoc reports as required by finance director

### **Compliance**

- Support finance director in managing compliance with tax, VAT, reporting and other statutory regulations as required
- Responding to VAT and other compliance queries in conjunction with the finance director
- Keeping up to date with sector developments

### **Audit**

- Preparing year end schedules and reports for the audit process
- Support finance director by providing information as needed in relation to audit queries
- Support finance director to ensure departmental compliance with audit recommendations

### **Systems maintenance and development**

- Keep up-to-date with best practice and technical/systems developments in the finance field
- Support finance director to maintain and update all systems and process documentation

**Administration**

- Undertake filing, rotation and disposal of financial documents according to agreed procedures
- Support finance director to manage departmental archiving and file management

**Volunteer management**

- Providing day to day support of finance volunteers at Fulham Palace, ensuring that they work within required standards and procedures at all times

**General**

- Provide support to organisational initiatives / projects
- Maintain positive stakeholder relationships with customers, suppliers, banking staff and others as appropriate
- Be accountable for personal development through the performance and development review (appraisal) process seeking out opportunities to learn new skills
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work
- The postholder will work occasional weekends and evenings for events, and in order to cover duty management on a rota basis
- Occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by Fulham Palace Trust

## **Person specification: Finance assistant, Fulham Palace**

### **Knowledge, skills and experience**

#### **Knowledge**

##### **Essential**

- AAT qualification and/or part-qualified CIMA, CIPFA, ACA OR ACCA

##### **Desirable**

- Good working knowledge of VAT
- Knowledge of or interest in heritage
- Familiarity with Charity Commission and legal requirements and recommended practice for internal financial controls for charities
- Good working knowledge of PAYE

#### **Skills**

##### **Essential**

- Strong IT skills and experience, including:
  - Microsoft Excel (intermediate or excellent), Access, Word and PowerPoint
  - Xero or similar accounting software
- Attention to detail
- Willingness to deal with paperwork and filing
- Organised, able to manage his/her own workload
- Proactive and positive working approach
- Reliable, responsible and trustworthy
- Good verbal and written communication skills
- Able to work under pressure and to tight deadlines
- Commitment to FPT's policy of equal opportunities and the ability to work harmoniously with colleagues, suppliers and customers of all cultures and backgrounds
- Commitment to FPT's safeguarding policy

#### **Experience**

##### **Essential**

- Bookkeeping and accounting experience
- Experience using Xero or similar package

##### **Desirable**

- Working as part of a small team
- Experience of Approval Max purchase order system or similar
- Experience of working/volunteering in a charity