

# GREAT DIXTER CHARITABLE TRUST

## Job description

### Finance Assistant

**Reports to:** Finance Manager

**Location:** Great Dixter House and Gardens

**Permanent position:** Full time - 40 hours a week – 8am to 5pm

**Key relationships:** Finance Manager, Senior Management Team and all staff

**Salary:** competitive according to experience

#### 1.0 Purpose of the post

Working in a small team, the Finance Assistant will support the Finance Manager in the preparation and maintenance of the accounting records and accounting controls. Preparing ad hoc reports, recording entries on Sage and reconciling cash, bank and shopify.

#### 2.0 Duties and Responsibilities

1. To carry out the daily reconciliations from shopify to takings. This involves processing POS across Admissions, Gift Shop, Café and Nursery.
2. To record income and expenditure as directed by the accounts manager using the SAGE accounting system, for all activities undertaken at Great Dixter; charitable activities, fundraising, commercial activities including the shop, ticket office, nursery and education courses.
3. To prepare supporting schedules, reconciliations and ad hoc reports as required by the finance manager to support them in their role reporting to the senior management team and trustees.
4. To support the wider team with queries as and when directed to by the finance manager.
5. To support the finance manager in the production of the monthly management and end of year accounts for review and annual audit.
6. To support the finance manager producing a draft budget for the following year as instructed.
7. To support the finance manager, maintain an audit trail, a filing system for invoices, statements, receipts etc.
8. To assist with the timely payment to suppliers on receipt of invoice.
9. To respond to email and telephone enquiries regarding outstanding payments within an acceptable time frame.
10. Contact customers with overdue invoices / outstanding balances.
11. To provide support with the monthly reconciliation of accounts against bank statements in all accounts held by the Great Dixter Charitable Trust, to arrange the transfer of funds within these accounts as necessary.
12. To provide support with the reconciliation of records of donations on Beacon with bank statements on a monthly basis.
13. Preparing and sending of invoices for group visits.

14. Administering the company credit card platform.
15. Reconciling the monthly spend for company credit cards and preparing import sheets for Sage.
16. Reconciling the monthly income for online platforms and preparing import sheets for Sage.
17. Processing customer refunds where necessary.
18. Performing the monthly safe count.
19. Managing petty cash.
20. To answer telephone enquiries from the public in the absence of others and refer these to other staff as necessary, to carry out general administrative tasks as required.
21. Preparing the weekly cash collection. To assist with occasional local deliveries and collections as well as banking of money, depositing cheques and other activity off site.
22. Administering the telephone payment platform.
23. Scanning, filing and logging accounts documents.
24. To stand in for colleagues and undertake other duties as requested.
25. To carry out training as required.
26. To act in accordance with the organisation's health and safety procedures.
27. To represent the organisation in any published information within agreed guidelines.
28. To follow the trust's sustainability policy in the exercise of all duties.

## Great Dixter Charitable Trust

### Person Specification: *Finance Assistant*

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The following outlines the criteria for this post.

<b>Experience</b>	Previous experience of working in a Finance Team.
<b>Qualifications</b>	We would love someone who is (or is interested in) studying for a bookkeeping or accounting qualification such as AAT. We will provide support for training for the successful candidate.
<b>Skills and Abilities</b>	Numerate, methodical, self disciplined and highly organised. Proficient with MSOffice, particularly Excel due to daily working with spreadsheets Ability to manage their own workload. They will want to learn and develop and build their skills to take on more responsibility. Have the ability and confidence to navigate multiple online platforms
<b>Qualities</b>	Motivated Organised Accurate Ability to work on own initiative and as part of a small team Able to identify opportunities and develop solutions
<b>Other</b>	Be willing to undertake further training and development as necessary. Able to work evenings and weekends on occasion.