

## JOB DESCRIPTION & PERSON SPECIFICATION

### ROLE DETAILS

<b>POST TITLE:</b>	Accounts Assistant
<b>RESPONSIBLE TO:</b>	CFO
<b>HOURS:</b>	37.5 hours
<b>TERM OF POST:</b>	Permanent
<b>SALARY:</b>	Competitive

### ABOUT THE CHARITY

Established in 2000, Caudwell Children is a national charity which works to transform the lives of disabled children and their families, enabling them to challenge the barriers they face throughout childhood by providing practical and emotional support.

The Charity is going through an exciting period of growth having recently opened a new state-of-the-art facility for multi-disciplinary therapy programmes for childhood disability and research of neurodevelopmental conditions, including autism, within the grounds of Keele University.

It provides a state-of-the-art base for the Charity's therapies and an environment where ground-breaking research can be undertaken, potentially changing the way some disabilities are treated, affecting millions of people around the world. This is a fantastic and exciting opportunity to join a dynamic and fast moving Charity at a time when it will attract national and international attention.

### PURPOSE OF THE POST

To ensure the smooth running of the finance department ensuring all functions are completed in a competent and timely manner.

### DUTIES AND RESPONSIBILITIES

We are looking for someone with good all round Accounts knowledge but the position will mainly cover the following :

#### Accounts payable:

- Setting up new suppliers and ensuring they meet the Charity's criteria.
- Issuing purchase orders ensuring that all correct procedures have been followed relating to authorisation levels and 'best quote' policy.
- Matching invoices to purchase orders.
- Posting invoices onto the Finance system.
- Preparing month end payment runs ensuring we are adhering to the Charity's payment terms.
- Processing ad hoc payments throughout the month.
- Monthly scanning of all invoices.

- Monthly statement reconciliations.
- Reconciliation of the monthly credit card statement and ensuring there are purchase orders and receipts for all items.

**Bank reconciliation:**

- Daily reconciliation of all Charity bank accounts when required.
- Daily reconciliation of on site PDQ terminals.
- Ensuring income is coded and allocated correctly
- Updating income in various spreadsheets/systems to enable other departments to be fully aware of all income received.
- Banking, including cash and cheques.

Any other finance related duties when required

**PERSON SPECIFICATION**

**Essential Criteria:**

- Highly numerate.
- Good attention to detail.
- A positive can do attitude.
- Flexible with a willingness to learn other areas of the finance function.
- Team player.
- Excellent IT skills such as Microsoft Excel, Word and Outlook.

**Desirable Criteria:**

- Good standard of secondary education,
- Experience of working in the Charity/Third Sector.
- Experience of working in ISO regulated organisations.
- Experience of working in CQC regulated organisations.

This is not an exhaustive list. The post-holder will be required to undertake any tasks commensurate with the job title and grading of the post.

**DISCLOSURE AND BARRING SERVICE CHECKS**

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line with the Rehabilitation of Offenders Act (1974). Dependent on the role, one of the following DBS checks will be carried out:

- Standard disclosure
- Enhanced disclosure
- Enhanced disclosures with children's and/or adults' barred list check(s):

This role is eligible for a standard DBS check.