



## 9-The Common Room Finance & Operations Assistant

### Job Description

<b>Role</b>	<b>Finance &amp; Operations Assistant</b>
<b>Salary</b>	£21,000 - £23,000 pa pro-rata.
<b>Duration</b>	Part time, 20 hours per week, Permanent
<b>Reports to</b>	Finance & Operations Manager

### Job Summary and Purpose

- Responsibility for all bookkeeping & finance related functions to ensure real-time financial information is always available.
- To support the Finance & Operations Manager as required.
- To provide general administration support for The Common Room.
- To be a proactive, hands on member of The Common Room team.

### Main Responsibilities/Activities

- Responsible for all bookkeeping within Financial Function, utilising Xero accounting software.
- Creating supplier / payroll payments using online banking system.
- Journal Postings for Payroll / Accrual & Prepayments.
- Reconciliation of Balance Sheet Accounts
- Calculation of monthly VAT returns
- Completion of regular funding returns.
- To be responsible for the banking of cash and the management of the Office Petty Cash system, including the recording of petty cash transactions.
- To administer the general office ensuring accurate and consistent record keeping and processing across areas of management including building operations, trading, governance, human resources, and internal / external regulation.
- To be responsible for the banking of cash and cheques and the management of the office petty cash system, including the recoding of the petty cash transactions.
- Liaise with the Marketing & Sales Coordinator to ensure all event / room bookings are invoiced and recorded appropriately.
- Liaise with the Food & Beverage Manager to ensure all Event & Café Bar related income/expenditure/staff hours are recognised.
- To assist with logistics, ordering and procurement.



- Attendance and Minute taking of the Quarterly Board of Directors meeting.
- To undertake additional duties as may reasonably be expected.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment of colleagues in accordance with the Diversity Policy/statement.
- Help maintain a safe working environment by attending training in Health and Safety requirements as necessary and following local safe working practices and the Health and Safety Policy.

### Person Specification

#### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

Finance	Part qualified or working towards formal accountancy qualification and / or at least 2 years' comprehensive experience in a small to medium sized charity / organisation.
Finance	Experience of operational financial bookkeeping to include: day to day record keeping using computerised accounting software, preparation of VAT returns Analysis & reconciliation of staffing hours for payroll processing Experience using Xero accounts software
Communication	Excellent written and oral communication skills Strong attention to detail and accuracy within your work
IT	IT-literate, including excellent spreadsheet skills
Organisational	Strong analytical and organisational skills Ability to prioritise and be efficient in your work. Excellent time management skills
Personal attributes	Experience working with diverse constituents, teams and colleagues Ability to work independently, using own initiative and as part of a team A flexible, creative, entrepreneurial spirit and a demonstrated passion for the mission, vision and values of The Common Room A hand's on, can do, proactive approach

#### DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE

Please note, an induction programme and on-going development and training or mentoring will be offered, but the ideal candidate will have some of the following desirable skills, knowledge / experience.

Project finance	Experience of HLF-funded projects and associated reporting requirements
Finance	Experience of charity accounting

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