



Job Description

Finance Assistant

Reports to: Director of Finance and Business Support

Business Support Team

Job Purpose

The Finance Assistant provides accurate, timely and efficient financial administration to support Nansa's services and charitable activities. Working as part of the Business Support Team, the postholder helps maintain robust financial records, processes income and expenditure, supports month-end activities, and contributes to effective financial controls. The role plays an important part in ensuring that financial information is reliable, compliant, and supports informed decision-making across the organisation.

Key Responsibilities

Sales Ledger and Income Management

- Maintain and reconcile the sales ledger, ensuring invoices are raised accurately and promptly.
- Maintain the Sage finance system, ensuring financial records are accurate, up to date and fully reconciled, processing income, expenditure and all other financial transactions in accordance with organisational procedures and internal controls.
- Complete monthly retail income reconciliations; including the processing of eBay and other online income streams.
- Submit four-weekly invoices through the Norfolk County Council invoicing portal and reconcile income to Sage, Investigating and resolve financial discrepancies in a timely manner.

Payments and Cash Management

- Process and bank cash and cheque receipts, ensuring all transactions are accurately reconciled and recorded.

- Prepare BACS payment runs, ensuring appropriate authorisation and coding of invoices and purchase orders in line with financial procedures and internal controls.
- Maintain and reconcile charity bank accounts and petty cash systems across the organisation, investigating and resolving discrepancies in a timely manner.

Financial Systems and Reporting

- Maintain the Sage finance system, ensuring financial records are accurate, up to date and fully reconciled, processing income, expenditure and all other financial transactions in accordance with organisational procedures and internal controls.
- Provide purchase ledger cover when required.
- Support monthly payroll processes, maintaining confidentiality and accuracy.
- Support month-end and year-end processes, management accounts and the annual audit.
- Assist with the annual Retail Gift Aid submission alongside the Head of Finance and Business Support and Charity Trading Manager.
- Contribute to the continuous improvement of finance systems, controls and reporting.

Team Working

- Work collaboratively with colleagues across the organisation, providing excellent customer service.
 - Undertake other reasonable duties that support the effective operation of the Business Support Team.
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Person Specification

Essential Skills and Experience

- Previous experience working within a finance or accounts environment including areas such as sales ledger, bank reconciliations and general financial administration.
- Good numerical, analytical and reconciliation skills.
- Experience using Sage or similar finance software.
- High level of accuracy and attention to detail.

- Good working knowledge of Microsoft Excel and other Microsoft Office applications.
- Ability to prioritise work and meet deadlines – experience of working to month end timetables.
- Strong organisational and communication skills.
- Ability to work collaboratively whilst maintaining confidentiality.

Desirable Skills and Experience

- Knowledge of charity finance, including restricted and unrestricted funds.
- Experience in other areas of finance administration such as raising purchase orders, processing invoices and payroll.
- Knowledge of management accounts preparation.
- Experience of Retail Gift Aid processes.

Personal Attributes

- Reliable, organised and accountable.
- Positive, flexible and proactive.
- Methodical with excellent attention to detail.
- Approachable with good customer service skills.
- Committed to supporting Nansa's values of inclusion, integrity and teamwork.