

Contract type: Permanent, Full time [40 hours]

Location: Lift Youth Hub, with the option to work remotely up to 1 or 2 days a week

Reports to: Managing Director

Salary: £38,100

Job Description

Overall purpose of the role

This role is responsible for administering Isledon's financial activities, ensuring accuracy, compliance and efficiency. The role involves preparing and maintaining financial records, invoicing, processing transactions, reconciling accounts, running payroll and liaising with external stakeholders such as banks and suppliers. The role will also assist in preparing account data for annual audits.

Key Activities and Responsibilities

- Customer invoicing for room hires and catering, working closely with the bookings team
 - Supplier payments processing, including correct posting in Sage Accounts and processing bank payments
 - Payroll processing for casual and permanent employees, including ensuring HMRC compliance, pension payments, salary adjustments and expenses
 - Assist in the end of year procedures and preparing audit files for our independent auditors
 - Processing all cash-based activities through Sage, including company card expenditure
 - Bank reconciliations
 - Journal and accrual processing
 - VAT returns completed quarterly
 - Grant and restricted fund tracking
 - Arranging staff mobile phone contracts
 - Finance related staff onboarding checks / leaving procedures
 - Any other duties as required by the role
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Personal Specification

1 You are

- 1.1 Someone who is committed to and energised by what our youth hubs and wellbeing services stand for
- 1.2 Someone who is proactive, can work without close supervision and meet service standards
- 1.3 Someone who wants to provide support to help managers deliver their financial priorities well

2 Education, qualifications and experience

- 2.1 Relevant qualification, for example ACCA, ACMA, CIPFA, CIMA
- 2.2 Experience and good knowledge of Sage Accounts and Sage Payroll
- 2.3 Experience and confident in using Microsoft Excel
- 2.4 Experience and understanding of the audit process, production of annual statutory accounts
- 2.5 Experience in processing payroll in a business with 25 plus employees
- 2.6 Experience of prior work in a charity/non-profit is desirable

3 Knowledge, skills, and abilities

- 3.1 High degree of communication skills particularly attuned to conveying complex financial concepts to non-financially trained colleagues
- 3.2 Used to providing accurate and timely information to a high standard
- 3.3 Keen to work with a hands-on approach. The post holder will be responsible for all transaction processing and accounting
- 3.4 Excellent organisational skills and able to deal with competing priorities
- 3.5 Strong analytical skills