

Stroud District Foodbank CIO

Finance Assistant – Job Description

Job title:	Finance Assistant
Line manager:	Foodbank Manager
Hours:	7.5 hours per week
Salary:	£20,000 – 22,000 FTE dependent on experience
Place of work:	Home-based, with periodic need to visit the Brimscombe warehouse

Overall responsibility of the job:

Ensuring the smooth day-to-day financial administration of the foodbank

Specific responsibilities:

To be responsible for the bookkeeping of the foodbank's accounts, including the recording of all financial transactions and their reconciliation with the foodbank's bank records, and the maintenance of appropriate accounting records.

Income/donations

- To ensure that cash and cheques received are recorded and banked
- To take responsibility for liaison with donors - ensuring that they are appropriately thanked, administering standing orders and Gift Aid declarations, and processing their communication preferences
- To ensure that Gift Aid is recoverable on donations received wherever possible, maintaining appropriate records and submitting claims periodically to HMRC
- To administer the foodbank's external fundraising accounts (currently with Stewardship), recording transactions, ensuring that donors are appropriately thanked and processing their communication preferences
- To support the Foodbank Manager in the making of grant applications
- To issue invoices as required

Expenditure

- To ensure that all expenditure incurred by the foodbank is appropriately authorised and receipted, and that appropriate records are maintained
- To maintain specifically the record of debit card expenditure, ensuring that appropriate authorisation is obtained for each purchase and that receipts are held for each transaction

Payroll

- To prepare monthly staff payroll payments in a timely manner, making the appropriate returns to HMRC and informing the treasurer of amounts to be paid by online banking

Petty Cash

- To oversee the handling of cash in the warehouse and at each foodbank centre, through liaison with their petty cash administrator, ensuring that all expenditure is properly recorded, receipted and reconciled quarterly, and providing cash top-ups to the centres as required

Liaison with the Treasurer

- To send bills and authorised staff/volunteer expense claims to the Treasurer for payment by online banking
- To prepare and send monthly financial reports for management accounting
- To prepare records as required by the treasurer for independent examination and preparation of annual accounts
- To handle any queries raised by the Treasurer

Key skills and experience required for the role

- Good numeracy skills and ability to work to a high level of accuracy
- Significant bookkeeping experience
- Excellent computer literacy especially in using Word and Excel
- Experience with a popular commercial accounting package - highly desirable
- Experience of charity finances - highly desirable

Personal attributes

To fulfil this role, we will need someone who is willing to embrace our Christian values and uphold our desire to see poverty removed from our communities through community-centred action. They will need to have a can-do attitude and a desire to achieve results even when working in a busy environment.

Stroud District Foodbank CIO is a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too. All applications are welcome, regardless of age, gender, ethnicity, faith or disability.