



Job Description

Service	Catalyst
Job Title	Finance Assistant
Reports to	Finance Manager
Base	Camberley office (occasionally at HQ in Guildford)
Salary	£23,000 (16 hours pro rata)
Organisation	Catalyst is a non-profit organisation working with people who are dealing with issues stemming from drug and alcohol misuse and mental health. We believe in peoples' ability to change and are proud of our non-judgmental ethos.
Project	Finance
Purpose of Job	The Finance Assistant will support the Finance Manager in ensuring all financial aspects run smoothly and efficiently. The Finance Assistant will work with both Catalyst Support Limited (Catalyst) and Alpha Extreme Services Limited (AES) in Camberley/Guildford as required.

The Finance Assistant works closely with both the Finance Manager and the Payroll/Catalyst Purchase Ledger Assistant. The role of the Finance Assistant will be varied but key duties will include:

Key Activities:

- Assist the Finance Manager in producing quarterly management accounts and year end accounts to Trial Balance.
- Work with Finance Manager and Alpha Extreme Services team (AES) to maintain and manage the Sales Ledger function, to include; raising sales invoices, issuing to customers, responding to any queries and processing monthly recharges.
- Having overall responsibility and maintaining all aspects of the purchase ledger for AES, including coding purchase invoices and inputting into Sage/TAS after following the appropriate checks to ensure the invoice is correct, approved and for business purposes. Paying suppliers, considering cash management impacts and filing.
- Working with the Finance Manager and AES team to ensure all known non-invoiced pending costs are accrued for and prepayments completed for costs extending over an agreed period in the accounts.
- Working with Finance Manager on Bank Reconciliations for Catalyst and AES. Notifying customers and colleagues on received amounts if required. Completion of weekly bank reconciliations journals.
- Working with AES team on Credit Control.
- Supporting the Payroll Assistant in the completion of monthly payroll, general entries collating and storing payroll information. Being able to cover the absence of the Payroll Assistant.
- Any financial discrepancies, immediately inform and discussed with the Finance Manager.
- **You may be required to cover duties not listed within this job description.**

Person Specification

	Essential	Desired
Qualifications and experience		
Minimum of 3 years accounting/finance background	✓	
Knowledge and skills		
Production of accounts to Trial Balance	✓	
Experience in purchase ledger including accruals, prepayments	✓	
Experience in cash management	✓	
Able to multi task, maintain accuracy and work to strict deadlines	✓	
Independent working is essential as well as working as part of a team	✓	
Having a good work ethic, being reliable and trustworthy	✓	
Experience of controlling expenditure and working to budget	✓	
Applicants must have previous experience using Sage/TAS and working with Excel spreadsheets. They will need to have high attention to detail, excellent administration skills and the ability to communicate both via email and the telephone	✓	
Information Technology		
Manual dexterity to use computer keyboard and mouse	✓	
Proficient in Microsoft Word and Excel, use of email, Outlook, and basic excel skills	✓	
Ability to enter data onto a database as required by the Service	✓	
General		
A commitment to increasing own skills/knowledge base through ongoing learning and development	✓	
Good communication and written skills and a commitment to accurate and confidential record keeping	✓	
Ability to work to all the policies, procedures and standards of the service	✓	
Ability to work flexibly across operational hours and evenings if required	✓	

Equal Opportunities Statement

We acknowledge the unique contribution that all Catalyst employees and clients can bring to our organisation in terms of their culture, race, gender, sexual orientation, gender reassignment, marital status,

nationality, age, religion or belief and any physical disability or history of mental health or additional problems.

All appointments and promotions are based on merit and no job applicant or employee will be treated unfairly or discriminated against. All staff have equal access to staff development.

Any member of staff who breaches this policy may be subject of grievance and/or disciplinary procedures.

This post is subject to the Disclosure and Barring Service (DBS) check at an enhanced level. Please note past drug and/or alcohol or criminality history will not necessarily discount you from undertaking this role.

Amendments: This job description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a period of consultation.