

The Sheffield Royal Society for the Blind

Job Description: Finance Assistant (Job Share)

Hours: 16 hours per week, working Thursday and Friday 8:30am to 4:30pm some flexibility may be possible.

Salary: £10,400

Background Information: Sheffield Royal Society for the Blind provides a range of services and facilities to support people with sight loss in Sheffield, including a residential care home (Cairn Home). We also support people with sight loss and/or hearing loss in Rotherham. Our services in Rotherham are delivered under the name of Rotherham Sight & Sound. Our overarching aim is to promote people's independence through advice and subsequent referral to other services, both our own and other agencies.

General Information: Reporting to the Finance Manager, the successful applicant will attend to the "back office" administration primarily associated with contact with our clients, although there will be other general administration tasks to attend to. Comprehensive vocational training will be given.

Duties & Responsibilities: Generally to assist with a variety of tasks in the administration of the Accounts Office. Specific duties and responsibilities will include:

- Input of bank and cash records into the computerised accounts records. The accounts package is Quickbooks.
- Cash handling & recording.
- Various banking tasks, including reconciliations etc.
- Payment of Suppliers, including payment by Faster Payments via electronic banking.
- Stocktakes on a quarterly basis.
- Use of Microsoft Word and Excel for other recording and/or analysis.
- Other ad hoc tasks as may be required from time to time.
- Input of data into the payroll software and running the payroll on a 4 weekly and a monthly basis.

The list of specific duties and responsibilities is not exhaustive and a suitable candidate must be able to work flexibly assuming many different roles and responsibilities.

Person Specification:

Experience and Qualifications	Essential/Desirable
Experience in a similar role	Essential

Experience with computerised accounts and payroll software	Essential
Experience with Quickbooks accounting software and Brightpay payroll software	Desirable
Previous working experience in the voluntary sector	Desirable
Commitment to own continuing professional development and attendance at further training	Essential
Skills/Attributes	Essential/Desirable
Ability to communicate clearly and effectively in a structured way with a range of individuals, both verbally and in writing	Essential
Ability to communicate with staff in a professional manner - to develop and maintain appropriate positive relationships with supporters, suppliers and clients	Essential
Extremely IT literate and competent in the use of Microsoft Office software including Word, Excel and Outlook, or equivalent	Essential
Experience using CRM (database) software (this is Microsoft Dynamics)	Desirable
Ability to work on own initiative and liaise with colleagues as and when required	Essential
Ability to prioritise and manage own workload	Essential
Honest & Trustworthy	Essential
Due to the nature of our work, guide dogs and hearing support dogs will regularly be present in our Centre. Hence, it is necessary that the successful applicant does not have any unmanageable allergies to dogs and does not object to them accompanying their owners around the building	Essential

Qualities and Competencies	Essential/Desirable
Self-motivated	Essential
Personal commitment to equal opportunities and anti-discriminatory practices	Essential
Conscientious and thorough in record keeping, data collection and data protection	Essential
Other Requirements	Essential/Desirable
Ability to travel for events such as training, forums etc	Essential

Appointment is subject to an Enhanced DBS check and satisfactory references, including a reference from your current/most recent employer	Essential
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All Staff are required to:

Understand and comply with all relevant legislation and SRSB's policies and procedures, including data protection, safeguarding and health & safety. Confidentiality of information relating to clients, volunteers and staff is of paramount importance.

To bring to the attention of the CEO any serious problems or areas of concern.

Work as part of a team for the benefit of our clients. Staff are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of SRSB/RSS as an independent charity for the provision of help, support and provision of services in various forms for the benefit of our clients.

Undertake appropriate training as and when required, some of which will be Health & Safety related and some of which will be skills related.

Benefits:

Life Assurance: All staff are covered under a life assurance policy for twice their annual salary. However, please note that this is not a contractual obligation and whilst we have no intention of removing this benefit the Charity in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

Pension: You will be auto enrolled in SRSB's staff pension scheme immediately subject to you meeting the relevant criteria in terms of age and earnings. If you are auto enrolled you will contribute 5% of your gross earnings (plus employer contribution 3%). If you wish to contribute over and above this percentage you may do so, but SRSB will not match this extra contribution.

Holidays: Pro rata to full time equivalent of 23 days per annum plus 9 days statutory/customary holidays. Up to 3 days must be reserved for the Christmas/New Year shutdown. Additional holiday entitlement starts to accrue after 3 years' service. Our holiday year is 1st January to 31st December, holiday entitlement accruing pro-rata throughout the year.