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| --- | --- |
| **Salary** | Nansa Pay Level 18 (£13.13 per hour) |
| **Working hours** | 2-3 days per week (hours to be negotiated) |
| **Work location** | Woodcock road, Norwich |
| **Reports to** | Head of Finance and Business Support |
| **Staffing Responsibilities** | None |

**Overview**

Nansa was established in 1954 by a group of families for the purposes of providing meaningful and enriching activities and support to their adult children with cerebral palsy.

In the years since, Nansa has grown to provide a far wider range of specialist provision, for people of all ages living with, or caring for others with, special educational needs and/or disabilities (SEND). In addition, Nansa also facilitates a range of projects that promote inclusion, advocacy, participation, accessibility, and awareness of/for not only those with SEND, but a wider community of neurologically diverse individuals, who may feel excluded, marginalised, or unsupported because of social, behavioural, and/or developmental differences.

The Finance Assistant reports to the Head of Finance and Business Support and is an integral member of our central Business Support Team. They will be based at our Woodcock Road premises which also hosts a range of services for families of children with SEND.

**Role and Responsibilities**

* Maintain aspects of the Sage financial management system, ensuring it is kept current and accurate through reconciliation, including entering income and purchases in line with financial procedures.
* Monthly shop reconciliation; posting of journals & processing eBay income
* Preparation of annual retail gift aid submission with support from the Head of Finance & Charity Trading Manager
* Month end close down of accounts, assisting with the preparation of monthly management accounts and departmental monthly reports.
* Responsibility for accurately maintaining & reconciling the sales ledger, a knowledge of restricted and unrestricted funding is desirable.
* Responsible for raising invoices across the various funding streams, including submitting 4 weekly invoices via the NCC invoice portal, reconciling to Sage & investigating swiftly any discrepancies
* Preparing the BACS run to pay suppliers in a timely manner ensuring all invoices and purchase orders are authorised by the appropriate approver and coded correctly prior to payment
* Maintaining company ledgers, accurately posting transactions & providing cover for the purchase ledger when necessary
* Supporting monthly payroll
* Reconciling of the charity bank accounts
* Maintaining & reconciling the charity’s petty cash systems across sites
* Banking of cash/cheques received, ensuring all receipts, payments, banking operations, cheques/cash are reconciled and posted in a timely manner using the correct codes
* Any other duties which may be reasonably required

**Person Specification**

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| --- | --- |
| Essential | Desirable |
| * Previous experience of working in a finance department * Highly numerate * Knowledge of Sage Accounting and or other financial software * Produce work with high level of accuracy, attention to detail & data entry skills * Experience of working to month end deadlines, prioritising work accordingly * Proficient in Excel & a high level of computer literacy * Ability to work as part of a supportive team * Good organisation skills, flexibility and a positive accountable approach. * Pragmatic approach to problem solving * Good customer service skills | * Experience in all areas of finance administration such as raising purchase orders, processing invoices, payroll and BACS * Experience in keeping petty cash accounts * Knowledge of management accounts production * Knowledge of Sage payroll * Charity Finance knowledge and an understating of restricted and unrestricted funding |