



**Every woman deserves
respect and support**

Role Profile

Job Description

Job Title	Finance Assistant – female*
Salary	£24,720 p.a
Responsible to	Finance Manager
Hours	Full time (35 hours)
Contract	Permanent

This post will be subject to an DBS check and there is an Occupational Requirement under the Equality Act 2010 Schedule 9 (Part 1) for the post holder to be a woman.

Leeds Women's Aid (LWA) is the largest women's charity in Leeds, and has been providing support to women and children affected by Domestic Violence and Abuse (DV & A) for over 45 years. We are committed to our values and strive to embody them in everything we do. We provide a range of the very best services for vulnerable women and families who are victims and survivors of domestic, sexual & honour-based violence and abuse, forced marriage, trafficking, stalking and harassment.

LWA is the lead agency for Leeds Domestic Violence Service (LDVS), a consortium of 3 agencies offering support to women, men and transgender/non-binary people. This service works within a multi-agency framework and provides high quality, pro-active service to victims of domestic, sexual and honour-based violence and abuse, stalking and forced marriage, often those at the highest risk.

LWA is a member of the unique Women & Girls Alliance – Leeds, consisting of 12 women's and girls' organisations. Working with vulnerable women and girls, our vision is that many more women and girls in Leeds will have their needs met and be empowered to lead safer and healthier lives.

Purpose of Job

The Finance Assistant is responsible for the smooth transactional functions of the finances of LWA. This includes, but is not limited to, the accounts payable and accounts receivable functions, including statutory payments. The role is responsible for assisting the Assistant Accountant to ensure that LWA staff and workers are paid correctly and on time through payroll. The Finance Assistant is also responsible for

reconciliations (bank and petty cash).

This post will be subject to a standard DBS check and there is an Occupational Requirement under the Equality Act 2010 Schedule 9 (Part 1) for the post holder to be a woman.

Physical Conditions

The post will be based at the Head Office in East Leeds. We have a hybrid working policy, however this post is deemed to be required on site at least 3 days per week.

Economic Conditions

This is a full-time post with a salary of £24,720.

Responsibilities

Responsible to:

This role is line managed by, and responsible to, the Finance Manager.

All paid members of staff are accountable to the Chief Executive, and ultimately the Trustees of Leeds Women's Aid, and will work according to policies and procedures agreed by them.

Main Duties

The Finance Assistant must be flexible, adaptable and able to prioritise a busy and varied role and will be expected to:

1. Input purchase and sales invoices into Sage Accounts
2. Produce a trade creditor report fortnightly and make payments via Unity Trust Bank
3. Pay employee expenses through Unity Trust Bank
4. Chase suppliers for outstanding invoices, credit notes and statements
5. Raise weekly Housing Benefit and Personal Service charge invoices for clients on Sage
6. Carry out bank reconciliations
7. Carry out PayPal reconciliations
8. Manage the petty cash floats
9. Assist with preparing the monthly payroll on Sage Payroll
10. File documents and paperwork, as required
11. Deal with incoming and outgoing post
12. Physically manage cash ensuring accurate record keeping
13. Maintain accurate records
14. Report on Personal Service Charge payments
15. Manage the accounts@ email inbox
16. Provide cover for the main office when required

17. Undertake any other reasonable duties at the request of the Finance Manager, Chief Executive or the Trustees.

General

18. Attend staff meetings and other training events as required.
19. To uphold LWA's policies, with particular reference to confidentiality, health and safety and equity, diversity and inclusion.
20. To carry out any other duties or training commensurate with the post.
21. To carry out any other duties that are reasonably required by LWA

Person Specification

Our ideal candidate will be able to demonstrate

Experience	How Assessed: C = Covering Letter I = Interview
1. Working within accounts payable & receivable functions	C & I
2. Undertaking reconciliations and working through issues to resolution	C & I
3. Dealing with bank payments and reconciliations	C
4. Managing supplier accounts	C & I
5. Sage Accounting software	C & I
Understanding	
6. The basics of financial management within organisations	C & I
7. Ability to know when to escalate issues and when to ask for help	C
8. Payroll systems	C
Skills	
9. IT literate and proficient in the use of Microsoft Word, Excel and other MS Office systems such as email	C
10. Strong interpersonal and communication skills, with the ability to build effective working relationships.	I
11. Ability to organise own workload and achieve deadlines	I
12. Highly accurate with strong attention to detail	C
13. High standard of Maths	C
Professional Qualification	
14. Any level of AAT	C
Personal Qualities & Competencies	
15. Ability to see the big picture and know how your role fits both within the wider finance team and within LWA	I
16. Proactive and able to act on own initiative, also being flexible and adaptable	C
17. Willing to undertake additional responsibilities or provide support to colleagues to ensure organisational aims are met	C
18. Wish for driving continuous improvement in terms of both personal development and functional elements of role	C
19. Share and promote LWA's values (see below)	C & I

LWA's Values

1. Be Exceptional

- We are experts in our field & proud of having a women-centred approach
- We are pioneers & leaders, striving to perform & innovate

2. Be Courageous

- We are honest, inventive & have the integrity to challenge perceptions & practice
- We are encouraging & empowering of each other to be courageous & brave

3. Be Inclusive

- We are diverse, welcoming, approachable & inclusive in as employers, service providers & people
- We promote unity, fairness & respect

4. Be Inspirational

- We are proud of our creativity & how we motivate, listen, empower & support each other
- We are encouraging & lead by example to achieve the best

5. Be Responsive

- We are collaborative, aware, compassionate & sensitive
- We adapt our approach to meet changing needs