

**Queenscourt Hospice
Role Description**

Post:	Finance Assistant (Sales Ledger)
Reportable to:	Finance Officer
Accountable to:	Head of Finance

Role summary

This role is predominantly responsible for the management of the sales ledger for QCH & QHR; production of sales invoices, bank reconciliation across numerous cash and bank accounts and input of all receipts. Responsible for accurate financial coding for both Queenscourt Hospice and Queenscourt Hospice Retail Ltd. Managing and recording the cash and cheque donations received to QCH & QHR including cashing and banking preparation. Assist with year-end accounts and assist auditors when required.

Main duties and responsibilities (Hospice)

- Management of sales ledger for Queenscourt Hospice over various cost centres, departments, and nominal codes within required timescales.
- Reconciliation of all Website sales and update to correct cost centres on Sage Intacct.
- Update BACS logs when expected receipts arrive.
- Raising all sales invoices and uploading to Tradeshift as required including but not limited to core funding, education, and fundraising.
- Managing outstanding debts including liaison with customers and other departments as required.
- Maintain Regular Givers S/o's inc. update Sage Intacct & HQ.
- Responsible for reconciling regular giving income spreadsheet, including recording lapsed payees and direct debit transfers, on a monthly basis.
- Manage lottery spreadsheet and responsible for distribution of prizes.
- Monthly Crematorium fee audit and reconciliation.
- Manage completion and processing of cash vouchers.
- Process numerous monthly internal journals onto Sage Intacct including depreciation and internal cost centre charges.
- Responsible for counting, balancing and recording monetary values of cash & cheques received on an excel spreadsheet or manually against various income reasons.
- Verifying cash totals and preparing banking for collection.
- Scanning and banking all cheques.
- Maintain quantities of banking stationery as required.
- Liaison with volunteer regarding balancing of collection tins / buckets.
- Manage Course invoicing and reconciliation (postponed, etc).
- Assist the auditors regarding Queenscourt Hospice and end of year accounts as a legal requirement including preparation of reports and balancing accounts to Sage Intacct.
- Undertaking daily tasks such as emptying the night safe, collecting Refresco and staff meal donations along with retrieving retail till readings.

- Post duties as required.
- Maintain sufficient funds on the franking machine.
- Replenish floats and petty cash as and when required.
- Providing cover at peak times, sickness and absence for various finance duties as required, which may also require some change of regular work patterns.

Main Duties and responsibilities (Retail)

- Entering shop sales and petty cash on Sage Intacct from Chariot software system.
- Manage PayPal Reports - reports and entry to Sage Intacct.
- Reconcile Shopiigo and rags income and post to appropriate shop on Sage Intacct.
- Manage funds transfers - monetary donations from Queenscourt Retail to Queenscourt Hospice.
- Maintain the Retail donations for QCH records including distribution and recording of receipt stationery.
- Maintain detailed information of sales on the welcome desk and post onto Sage Intacct.
- Production of sales invoices.
- Transferring Credit slip values and Credit Card monies from cash accounts to Main current account.
- Update Queenscourt Retail Ltd banking s/sheet, alerting management to any discrepancies or queries Management of sales ledgers for Queenscourt Hospice Retail Ltd over various cost centres, departments and nominal codes within required timescales.
- Cash counting, balancing and preparation of banking for Queenscourt Hospice Retail.
- Manage bank income and expenditure entries and updating supplier accounts as required.
- Process numerous monthly internal journals onto Sage Intacct including internal cost centre charges.
- Variance reporting as required.
- Maintain quantities of banking stationery as required.
- Attend regular meetings with Retail Managers providing feedback on any discrepancies.
- General filing.

Policies and Procedures

- Understand and comply with the policies and practices of Queenscourt.
- To participate in an annual development and review process.
- To attend statutory training in accordance with Queenscourt requirements.

Health and Safety

- The post holder must familiarise themselves with matters relating to health and safety management as they affect them personally and/or Queenscourt, reporting any potential risks to life or property immediately in accordance with the Queenscourt's Health and Safety policy and procedures. Staff must use all equipment provided to undertake their role safely.

Other

- Maintain absolute confidentiality in all areas of work.

- Behave at all times with complete integrity, respect and professional dignity ensuring actions enhance the reputation of themselves and the charity.
- Any other duties commensurate with the grade and post.
- Volunteering at various charitable events on an ad hoc basis.

NOTE:

This document does not attempt to describe all the tasks to be performed. It will be open to periodic review and as a minimum will take place annually as part of the appraisal process and as a result, alterations and additions may be made.

Person Specification – Finance Assistant

Attributes Required (based on job requirements)	Essential	Desirable	How tested
<u>Qualifications</u>	<ul style="list-style-type: none"> • Minimum of AAT level 3 qualification or proven equivalent experience • Level 2 in numeracy and literacy 	<ul style="list-style-type: none"> • AAT Level 4 	Application Form Certificates
<u>Experience</u>	<ul style="list-style-type: none"> • Previous experience of working in a financial role • Experience of using Sage Intacct • Proficient user of Excel • Cash handling • Experience of data input 	<ul style="list-style-type: none"> • Experience of Gift Aid • Experience of using Sage Intacct Intacct 	Application Form Interview References
<u>Skills & knowledge</u>	<ul style="list-style-type: none"> • Advanced Microsoft Excel skills • Exceptional attention to detail • Problem solving and analytical skills • Good communication skills 	<ul style="list-style-type: none"> • Knowledge of HMRC Charity VAT Regulations 	Application Form Interview References Test
<u>Personal Qualities</u>	Highly motivated; calm attitude; can demonstrate initiative; team player who can demonstrate a positive and flexible approach along with an understanding of the charitable ethos and of working with volunteers.		References Interview
<u>Disclosure and Barring Service (DBS)</u>	This post is subject to a disclosure and barring service check		