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Finance Assistant Role Description

Thomas More Project is a charity supporting people with learning disabilities to live the life they choose. We are committed to providing the best possible support and to improving and developing our services now and in the future. We provide homes that enable people to live as independently as they can.

Our vision: People with disabilities are equally able to reach their potential as integrated members of society.

Our mission: Enabling individuals with disabilities to flourish. Supporting choices, developing skills, meeting needs.

Our Values:

- Wellbeing
- Excellence
- Inclusivity
- Collaboration

Our homes: We provide supported living services to three individuals with learning disabilities living in our shared home. We support 11 adults with learning disabilities to live as independently as possible in our relaxed, friendly residential care home.

Our people: We value, train and develop our staff and volunteers so that as an organisation we are able to provide the best possible support to people with learning disabilities. We seek to provide learning and development opportunities for our small, friendly staff team.

Finance Assistant Role Description

Post: Finance Assistant

Accountable to: Finance Manager

Functional reporting to: Finance Manager & Project Director

Service location: Henleaze, Bristol or at other locations as may be required.

Hours: 16 hrs per week including unpaid breaks.

Pay: £9.54 - £9.74 per hour depending on qualification and experience.

Annual leave entitlement (including Bank Holidays entitlement): 30 days pro-rata rising to 31 after 1 years' service and 32 after 2 years' service.

Job Summary

Under the leadership of the Finance Manager, you will work across a number of functions to support the effective operation of The Thomas More Project's services. This role will suit a hard working 'can do' individual who is able to prioritise effectively and provide reliable support to colleagues. The successful candidate will be comfortable with change and be able to work effectively with others.

Key Responsibilities

- Matching invoices to statements and purchase orders to invoices
- Input accounting data into the SAGE system with speed and accuracy
- Ensure swift payment of invoices online
- Perform routine calculations to produce analyses and reports as requested by the Finance Manager
- Assist with monthly payroll preparation
- Assist with month end and end of year preparation and procedures
- Resolution of finance related queries
- Provide financial support to team members
- Plan, organise and manage own workload to ensure your contribution to the company's monthly financial reporting process is achieved in a timely and accurate manner
- Work closely with the Finance Manager to ensure smooth operation of all finance matters
- Any other duties that may be deemed appropriate to this role

Training and supervision:

- To take responsibility for self-development, discussing this in supervision and team meetings.

Finance Assistant Person Specification

	Attribute	Essential	Desirable
Skills	A positive, can do-attitude	X	
	Uses initiative, problem solver	X	
	Excellent communication skills, written and verbal	X	
	Logical, with excellent organisational skills	X	
	Good time management and prioritisation skills enabling delivery of a varied workload within constrained time.	X	
	Commitment to learning and development	X	
	Builds effective and appropriate relationships	X	
	Calm, patient and level headed	X	
	Literacy and Numeracy Skills - AAT	X	
	Good IT skills (Microsoft word/excel)	X	
	Comfortable with change	X	
	Able to work effectively with minimal management guidance/supervision	X	
	Knowledge	Knowledge of Finance systems	X
Understanding of Confidentiality theory and practice		X	
Knowledge and understanding of social care industry in relation to people with learning disabilities			X
Knowledge of Data Protection Act and how this apply within a Charity			X
Experience	Experience of SAGE Accounting system	X	
	Experience in analytical and problem-solving	X	
	Experience of using Cool Care system		X
	Experience of working with or around people with learning disabilities		X
Values	Understanding of and commitment to organisational values (Wellbeing, Excellence, Inclusivity and Collaboration)	X	
	Commitment to contribute to organisational improvements to deliver our Mission	X	
	Commitment to uphold people's dignity and respect their individuality, and to be friendly and approachable to the people we support.	X	
	Tackling discrimination and inequality	X	

Our values

Wellbeing

- We provide person-centered support
- We acknowledge people's strengths and abilities and support them to identify and achieve their goals.
- We encourage healthy minds and bodies –
 - Being active, eating well
 - accessing health and other services,
 - engaging in activities which are absorbing and have meaning,
 - enabling choice and participation,
 - promoting independence and enablement
- We offer physical comfort, intellectual stimulation and spiritual wellbeing
- We encourage a full social life by
 - developing and maintaining relationships with family and friends;
 - Participating in the community and accessing resources
- We promote safety, dignity and respect - being caring, responsive and sensitive to privacy
- We provide homely and friendly environments

Excellence

- We strive for excellence and continual improvement
- We aim to be a healthy organisation, good employer with good governance
- We promote learning and development for our people

Inclusivity

- We support inclusivity by recognising the richness of diversity, promoting respect and equality and upholding the diversity, values and rights of the people we support, our staff, volunteers, and families.

Collaboration

- We encourage a collaborative approach by working closely in partnership as a staff team and with the people we support, families and professionals.