



JOB DESCRIPTION

Job Title: Finance Assistant

Hours: Part-time – 14 hours per week

Accountable to: CEO

Location: Knowsley Disability Concern, 263a Tarbock Road, Huyton, Merseyside, L36 0SD.

Key Deliverables:

To provide financial administration assistance and support to ensure that:

1. Client charges for payroll services are managed and collected efficiently
2. Payroll statistics are collected and reported accurately and effectively

Principle Duties and Responsibilities:

To ensure the effective and accurate collection of annual fees for the payroll service by:

- Receiving and administering direct debit instructions for new clients
- Producing schedules for monthly direct debit collections
- Monitoring direct debit collections and dealing with failed direct debits
- Raising sales invoices as necessary
- Maintaining records
- Chasing late and outstanding payments
- Dealing with customers to resolve queries
- Processing refunds of fees due
- Producing debtors reports
- Producing statistics on new starters and leavers for the payroll service

Key Working Relationships:

CEO, finance team, Your Payroll staff team, the wider KDC staff team, clients, families, carers and social care practitioners.

General requirements of the post-holder:

- Willingness to learn and become familiar with systems and processes
- A commitment to Equal Opportunities and Anti-Discriminatory Practices
- Prepared to become familiar with and adhere to all of the organisation's Policies and Procedures and to comply with KDC's Health and Safety requirements.
- A commitment to undertake the necessary training and development activities in order to fulfil the role and potential.
- Attendance at staff meetings and other meetings as required.
- Give due diligence to managing sensitive client information and comply with General Data Protection Rules (GDPR), policies and procedures

Other Information

KDC delivers a range of advice, guidance and support to enable people to receive and manage direct payments from their local authority as a means of arranging and paying for their care and support.

Your Payroll is KDC's subsidiary trading arm and provides people who use their direct payments to employ a personal care assistant with a payroll processing service. Fees for the service are funded from the amount received in their direct payments and are usually paid by direct debit, annually. In some cases an invoice is raised.

A key purpose of this role is to ensure that fees are collected efficiently and effectively, including processing refunds to clients who have ceased receiving the service.

Accurate record keeping is essential, as is the ability to work to strict deadlines.

This Job Description is subject to continuous review and therefore the main duties may change on a temporary or permanent basis from time to time.

June 2021

**Finance Assistant
PERSON SPECIFICATION**

Feature Sought	Essential	Desirable	Measure
Skills and Effectiveness	<ul style="list-style-type: none"> ▪ Ability to work as part of a team ▪ Strong numeracy skills and attention to detail ▪ Good communication skills, confidence and a helpful attitude to customers ▪ Self-organised and able to work on own initiative with minimum supervision ▪ Good IT skills 	<ul style="list-style-type: none"> ▪ Ability to contribute to the development and maintenance of financial systems and processes ▪ Ability to communicate and interact effectively, creatively and sensitively with individuals who have communication problems 	Application Form/ Interview
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of accountancy software systems and applications 	<ul style="list-style-type: none"> ▪ Expert knowledge of Microsoft Excel 	Application Form/ Interview
Experience/Achievements	<ul style="list-style-type: none"> ▪ Familiarity with IT/financial systems ▪ Experienced MS Office user, particularly Excel, Word and Outlook ▪ Background in a financial administration role 	<ul style="list-style-type: none"> ▪ Experience in credit control ▪ Experience in financial management and bookkeeping ▪ Experience of producing ad-hoc reports and statistical information 	Application Form/ Interview
Qualifications/Professional Membership	<ul style="list-style-type: none"> ▪ GCSE English and Maths 	<ul style="list-style-type: none"> ▪ AAT or similar accountancy qualification ▪ NVQ, Diploma or similar qualification in Business Admin 	Sight of Qualifications
Other requirements of the job	<ul style="list-style-type: none"> ▪ An understanding of confidentiality and data protection ▪ An understanding of, and commitment to disability equality 	<ul style="list-style-type: none"> ▪ General understanding of direct payments, self-directed support and personalised budgets 	Application Form/ Interview