



## JOB DESCRIPTION

<b>Role:</b>  Finance Assistant	<b>Business Function:</b>  Finance
<b>Reports to:</b>  Finance Officer	<b>Department:</b>  City in the Community Foundation (CITC)
<b><u>Purpose:</u></b>  <p>Established in 1986, City in the Community Foundation is the registered charity of Manchester City FC and uses the brand of the parent Club to deliver award-winning programmes centred around Health, Education and Inclusion. The projects engage and impact over 30,000 lives in Manchester annually.</p> <p>The purpose of the role is to take responsibility for the sales ledger, cash collection, service level agreement administration and sales ledger queries.</p> <p>The role supports the monthly payroll submission for the business and works closely with the Finance Officer, providing financial support to the fundraising team and wider management team.</p>	
<b><u>Accountabilities with Key Outcomes:</u></b>	
<b>1</b>	Responsibility for Sales Ledger and cash management to ensure transactions are accurate, timely and support the cashflow management of the organisation. The work will include: <ul style="list-style-type: none"> <li>• Processing invoices/credit notes on the finance system in an accurate and timely manner</li> <li>• Cash collection and bank administration</li> <li>• Aged debt reporting and cashflow forecasting.</li> <li>• Preparation of the monthly deferred income journals and accurately updating supporting documentation</li> <li>• Cash reconciliations</li> <li>• SLA administration and weekly updates to the Financial Controller</li> </ul>
<b>2</b>	Support monthly payroll submission to ensure correct payments are made to employees. This will include: <ul style="list-style-type: none"> <li>• Collation of overtime and expense claim forms for payroll, communicating monthly deadlines and checking returns against previous months and updating central payroll submission form</li> <li>• Investigating payroll queries</li> </ul>
<b>3</b>	Coordinate and complete general Business Support processes to provide a high level of service to the wider team. Activity will include: <ul style="list-style-type: none"> <li>• General Finance and Administration</li> <li>• Maintaining finance documentation including finance forms, processes and policies, updating and developing these where appropriate.</li> <li>• Petty Cash and monthly reconciliation</li> <li>• Banking administration</li> <li>• Meeting room bookings for Financial Controller</li> <li>• Travel bookings for Management Team</li> </ul>



<b>4</b>	<p>Provide specific financial support to the fundraising events team to assist efficient event planning across a calendar of events. This will include:</p> <ul style="list-style-type: none"> <li>• Gaining an understanding of the budget, raising purchase orders and invoicing for the income associated to the event</li> <li>• Collating reports from fundraising systems to ensure income is captured in a timely manner for month end accruals. Working closely with the Finance Officer to monitor income/spend against budget</li> </ul>
<b>5</b>	<p>Administer GDPR queries to help ensure business compliance with current legislation. This will include:</p> <ul style="list-style-type: none"> <li>• Maintaining knowledge and understanding of relevant GDPR legislation</li> <li>• Responding to queries in a timely and professional manner, working closely with the HR co-ordinator and School Sports Manager.</li> <li>• Escalating GDPR issues where appropriate</li> </ul>

**Knowledge, Skills and Experience:**

<u>Essential</u>	<u>Desirable</u>
Educated to GCSE level or equivalent (Grade A to C essential for English and Maths)	Financial specific training or qualifications, either achieved or in progress
Previous financial and administration experience in a busy environment	Knowledge and understanding of financial policies and practice gained from working in a professional financial environment
A knowledge of financial systems and how they work	Knowledge of contracts and service level agreements and how they are administered by finance
Experience of maintaining good working relationships between the departments and external organisations we work with	Understanding of GDPR legislation and how this affects data collection, storage and use
Proficient across Microsoft Office	Experience or knowledge of the charitable/voluntary sector
Ability to work independently and proactively	Experience with supporting remote teams
Able to understand importance of confidentiality and use of discretion	
Excellent communication skills; verbal, written and face to face	
Resilient and adaptable to change	
Ability to work simultaneously across multiple deadlines	



Acute attention to detail with the ability to question anomalies

Creative and passionate about continuous improvement

**Job Impact/Influence Measures:**

People management - The role has no direct reports, but it is expected that the post-holder has an in-depth knowledge of the group's relevant policies and procedures to assist the team with common queries.

Network – The Finance Assistant role is an integral one for CITC, providing support to every member of the team. The role works with the Operations, Fundraising and Partnerships and HR teams, helping to ensure consistency in how our financial policies are applied.

There is also the requirement to build and maintain relationships with CFG's finance/payroll team and external funders

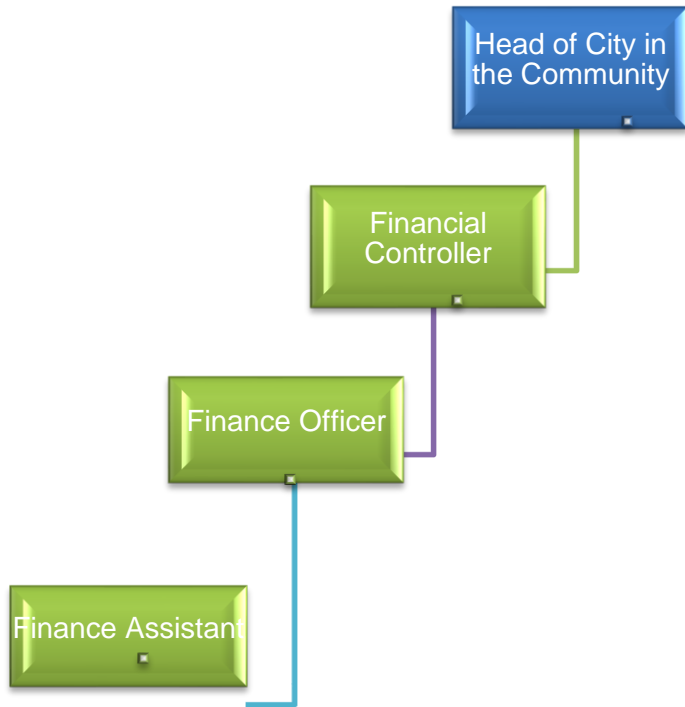
**Decision-making Authority:**

Limited decision-making authority; the role involves working proactively and independently within financial and administrative processes.

Reports into Finance Officer



**ORGANISATION CHART**



***Version dated: October 2019, to be reviewed October 2020.***