



The Mental Health Service for our Community

Job description

Job title	Finance Assistant
Contract	3 month fixed term contract with the possibility of extension.
Hours	37 ½
Salary	£25,000
Service setting	Martin B. Cohen Centre

Organisation

Jami is a mental health charity committed to providing practical and emotional support to the Jewish community, delivering services that educate, support and facilitate recovery.

Jami help people with mental illness build resilience, achieve their goals and have control over their life through Community Hubs and outreach; education and training; and bespoke recovery support plans.

Jami currently:

- Supports around 1,300 service users at any one time living with mental ill health
- Delivers approximately 27,000 separate provisions of service annually
- Operates programmes from four Community Hubs and two Enterprise Hubs across London
- Reaches thousands more people each year through education, seminars, work in schools and other organisations, and through our social enterprises.

Job purpose

We are looking for a Finance assistant to support our Finance department. The responsibilities will include processing payments, updating financial records and managing purchase invoices.

Person Specification

- Analytical and methodical approach
- Self-motivated with excellent attention to detail
- Strong organisational skills
- Excellent communication and interpersonal skills - verbal and written
- Ability to prioritise and work under pressure
- This post is subject to advanced DBS clearance and appropriate references

Responsibilities

- Maintain purchase ledger
- Perform bank reconciliations
- Liaise with suppliers and clients
- Assist with supplier payment runs
- Maintain records of credit card expenditure
- Record and bank income
- Manage petty cash transactions
- Track expenses relating to projects
- Manage procurement of office supplies
- Prepare reports as required
- Support with preparation of monthly management accounts and VAT Returns
- Undertake any other tasks as required

Key relationships

- Finance & Operations team
- Fundraising & Marketing team

Training and Qualifications

Essential	Desirable
	<ul style="list-style-type: none">▪ Qualified though AAT/IAB or experience

Person Specification

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Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none">▪ Strong working knowledge of accountancy/bookkeeping principles including purchase ledger▪ Significant experience with accounting software, ideally Xero or similar▪ Strong IT skills with particular knowledge of Excel within a finance/accounting context	<ul style="list-style-type: none">▪ Completing bank reconciliations▪ Preparing VAT Returns▪ Previous experience in a similar role, ideally in a not-for-profit or professional service environment

Flexibility

To deliver services effectively, a degree of flexibility is needed, and all post-holders may be required to perform work not specifically referred to above. Such duties will fall within the general scope of the job description. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties of the job.

Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

Equality and diversity

Jami are proud to be an equal opportunity workplace. We recognise and promote, the positive value of diversity, equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorised person is a serious disciplinary offence.

For further details please contact **David Levy** on 020 8458 2223 or email David.Levy@jamiuk.org

To apply for the role, please send your CV and covering letter to recruitment@jamiuk.org.
Closing date for applications 30th July 2020.