



Role Profile

Job Title	Finance Assistant
Position	Permanent
Hours	Full time 35 hours per week (including some evenings and weekends)
Holidays	33 days including 8 public holidays
Manager	Finance Director
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

1. Equal Opportunities

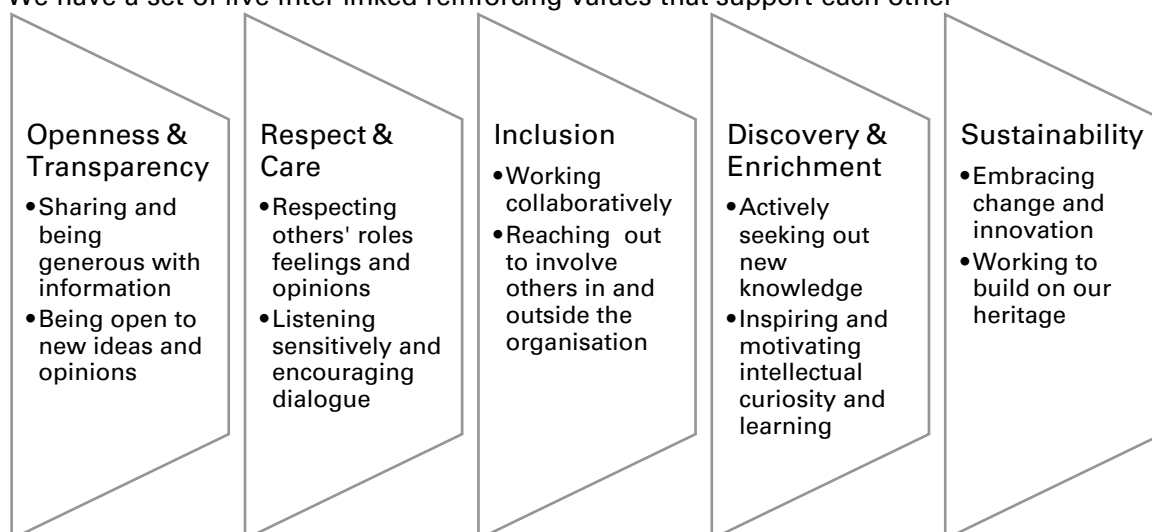
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

2. About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. We are open to visitors six-days a week, eleven months of the year. There has been a teaching Garden on our site since 1673, and today we hope that all our visitors leave inspired, having learnt something new.

3. Our Values

We have a set of five inter linked reinforcing values that support each other



4. About the Role

The Finance Assistant be responsible for all aspects of the purchase and sales ledger for both the charity and enterprise functions, for the processing of invoices through to payment runs and supplier statement reconciliations. They will be responsible for all balance sheet reconciliations including monthly bank reconciliations.

They will support the Finance Director with VAT returns and cash flow analysis and management. They will work with budget holders to provide analysis and insight linking financial reporting to business performance, including leading on compilation of the key performance indicators and monthly management accounts and reports. They will support the year end processes and annual audit.

The Finance Assistant reports to the Finance Director. The Finance Director in turn reports to the Director.

5. Key areas of responsibility

5.1 Ledger processes:

- Code, process and input onto Sage all purchase invoices
- Ensure payment of invoices within company terms
- Liaise with budget holders to ensure invoices are approved for payment
- Reconcile, code and post credit card statements
- Post cash and credit card receipts from visitor, retail and other sales points
- Code and post customer sales invoices
- Review debit balances on the debtors report and issue statements and chase debtors
- Prepare banking as required
- Complete monthly bank reconciliations and investigate and report any discrepancies
- Finance and general administration including supporting reception and front of house colleagues, answering calls and greeting visitors. Providing administrative support to members of staff as and when required

5.2 Financial Reporting:

- In collaboration with the Finance Director lead on completion of month end processes and prepare the management reports and budget holder reports
- Assist with preparing the annual budget reports and schedules for the Director and budget holders
- Assist with generating reports to support grant applications and reporting and financial analysis to support fundraising
- Assist with generating reports for defined purpose funds for budget holders and fundraising
- Assist with generating the quarterly VAT reports and return
- Assist with preparing year end reports and schedules for audit purposes
- Report any suspected or actual financial discrepancies or irregularities to the Finance Director or in their absence the Director immediately.

The key duties and responsibilities are indicative not exhaustive.

6. Person Specification

Knowledge, Skills and Experience	Essential/ Desirable
Studying for a recognised accounting qualification ie. AAT or ACCA.	E
Logical and methodical with excellent attention to detail.	E
Able to work in a highly collaborative approach with colleagues.	E
A good practical knowledge and application of Microsoft Office packages Excel, Word and Powerpoint.	E
A desire to be part of a small team with an understanding of the constraints of working in the charity or non-for-profit sector with limited resources.	E
Understanding of charity and company accounting processes and their distinct legal difference.	D
Experience of Sage 50 Accounts software.	D
Confident and competent to manage workload without substantial direction.	D
Previous experience of Purchase and Sales ledger.	D

8. Terms and Conditions

This is a permanent full time post. The post holder will be required to work an average of 5 days per week, but the nature of the role means that flexibility over the days and hours worked is required to meet the needs of the business.

There may be a requirement to work occasional weekends and bank holidays to support a particular activity for which time off in lieu will be provided.

The Garden operates a salary exchange pension scheme with Royal London. The equivalent contribution rates are 5% employer and 3% employee at the end of the probationary period.

The role is based at Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS, however hybrid working is encouraged provided this meets the needs of the organisation.