

Finance Assistant.

Responsibilities:

Pride in Hull is recruiting for a dynamic, skilled and talented Finance Assistant to work in a voluntary capacity for Pride in Hull.

As Finance Assistant you'll be responsible for assisting the Finance Director with all aspects of finance, spending and budgets to ensure our financial accountability. You will be working within a small finance team primarily responsible for assisting with the administration and processing of the charities accounts: including operational support such as banking and all other elements of ensuring Pride in Hull meets its financial obligations.

This role is voluntary and unpaid, although could be an excellent way to build skills and achieve experience within the financial sector to progress into a role in accounting or finance. This role is flexible, although will require you to manage your time effectively and communicate effectively with the team.

Specific Duties:

- All aspects of general accounting and admin including overseeing the charity financial accounts where appropriate,
- Processing of invoices and the preparation of receipts where required in the absence of the finance director,
- Assist with the preparation of variances reports and updates for the board of trustees.
- Assist the preparation for the monthly reporting of finances,
- Operational support such as banking, preparing forecasts, collecting donations if applicable.
- Being accountable and trustworthy, handling cash where required and ensuring relevant receipts or paperwork is logged.
- Developing and maintaining effective working relationships with the Pride Team and our partners.
- Using software such as Xero, and packages such as numbers, excel confidently.
- Maintaining confidentiality where appropriate and required.
- Checking, tracking and chasing outstanding payments where required,
- Upholding PiH's relevant policies and procedures and collating receipts/expenses.
- Being a proactive, positive and effective part of the team to allow this great event to happen!

Key skills:

Essential:

- Confident with all aspects of numbers, finance and mathematics,
- Trustworthy, Reliable and Honest.
- Ability to work under own initiative as well as part of a team,
- Outstanding attention to detail, organisational and administration skills,
- Able to manage own workload and communicate with appropriate colleagues,
- The ability to solve problems, occasionally creatively at short notice.
- Accountable, flexible and with a keen eye for detail.
- Excellent communication skills with vendors, partners or creditors.
- Committed to equal opportunities and the values of the organisation.
- Able to travel independently and commit the expected time to this role.

Desirable:

- Previous experience of working in a similar role (either paid or voluntary)
- Experience of using finance or bookkeeping software is desirable.
- Experience in budget allocation or strategic finance development.
- Knowledge or understanding of the LGBTQ+ community and the issues present.

Qualifications

Formal qualifications are not required, but prior experience in a similar role would be an advantage.

Salary

As a voluntary organisation, this position is unpaid. Reasonable expenses will be reimbursed.

How to apply

To apply send an expression of interest to volunteer@prideinhull.co.uk.

Please refer to our Statement on Recruitment of Ex-Offenders Policy and Handling of DBS Certificate Information policy before submitting your application. Appointment will be subject to a successful interview, appropriate references and a DBS check.

Pride in Hull is committed to equality to all: if you require this correspondence in an alternate format, please contact us.