



Part-Time Finance Assistant

Dear Applicant

Thank you for expressing an interest in the role of Part-Time Finance Assistant. We suggest you take a look at our websites, details below, which will give you a better understanding of Public Voice and Haringey Circle and the scope of our current activities.

Please send us a CV and a separate Personal Statement of no more than two sides of A4 explaining how you meet the person specification for the role, see below. Applications must also include a completed Monitoring Form.

Applicants must have the right to work in the UK.

Deadline for applications is 12.00 midday on Monday 17th January.

[Public Voice website](#)

[Haringey Circle website](#)

Part-Time Finance Assistant

Hours of work: Part-time (7.5 hours per week, can be flexible, but must be over a Wednesday and Thursday)

Annual Leave: 25 days (plus bank holidays) pro-rata

Salary: £5,400 (+3% pension contribution)

Period: 12 months, with possibility of extension

Based: London Borough of Haringey

Public Voice – Who are we?

Public Voice is a Community Interest Company (CIC) established in 2014 with a mission to improve neighbourhoods, the lives of the people who live in them, and the public services they use. We achieve this through community engagement, individual user engagement and community intervention, collecting the combined voices of citizens, gathering evidence and ultimately taking action to bring about positive change, now and in the future.

Our main long-term contracts in Haringey include delivering the statutory Healthwatch service and the Information, Advice and Guidance service, as a member of the Haringey Advice Partnership.

Statement of intent on equality, diversity and inclusion

Public Voice is an equal opportunities employer and an anti-discrimination, pro-diversity and inclusion organisation.

We aim to go beyond the narrow scope of legislative compliance and follow best practice, making equality, fairness and diversity a fundamental part of all our activities.

We want to make sure that everyone is treated fairly and with dignity and respect by challenging discrimination and removing barriers. We recognise the benefits of different values, abilities, and perspectives, and celebrating people's differences. This means promoting an environment that welcomes and values diverse backgrounds, thinking, skills and experience.

We positively welcome applications from candidates from Black, Asian and Minority Ethnic Communities.

The Role

We are seeking to recruit a Finance Assistant to support our Finance Manager in the processing of income and expenditure (for an annual budget of circa £1.5 million.)

You will work across two organisations – Public Voice and its wholly-owned subsidiary Haringey Circle.

You will report into and work closely with the part-time Finance Manager, but whenever she is absent will need to liaise with the CEO of Public Voice and the Associate Director of Haringey Circle.

You will have the opportunity to join an exciting, diverse and friendly organisation, which is growing and ambitious.

Main Responsibilities

Public Voice

1. Use QuickBooks accounting software to record all income and expenditure using the appropriate project coding structure
2. Reconcile bank accounts monthly
3. Make payments to suppliers and process staff expense claims

Haringey Circle

1. Prepare monthly invoice payment run for approval from Public Voice CEO
2. Prepare monthly payroll run for approval from Public Voice CEO
3. Compile monthly Receipts Summary Report
4. Post all monthly transactions from Payments Summary/bank statement into QuickBooks
5. Post monthly payroll journal
6. Reconcile Haringey Circle bank account
7. Post monthly intercompany journal from Public Voice and agree intercompany balance
8. Assist Haringey Circle Project Officer with credit control by running unpaid invoices report from Charitylog
9. Produce Haringey Circle monthly “year to date” reports
10. Produce Board pack and report for submission to the Haringey Circle Board
11. Assist in preparing the Haringey Circle monthly monitoring report and reconcile data back to QuickBooks
12. Assist Haringey Circle management with preparation of their annual budget

Person Specification

Essential

- AAT part qualified
- Previous experience in book-keeping is essential (1 year minimum)
- Have good knowledge of Excel
- Be organised and able to work on own initiative
- Possess good attention to detail

Desirable

- Previous experience working with QuickBooks or Sage
- Ideally be able to start immediately

Applicants must have the right to work in the UK

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