



## **HOMELINK FINANCE ASSISTANT DESCRIPTION OF ROLE AND MAIN TASKS**

### **1. Purpose of Role**

To assist the HOMELINK Treasurer in the financial administration of Lewes District Churches HOMELINK in accordance with the policies determined by the Board of Trustees, to whom the Treasurer is responsible.

The primary aim of the role is to assist with bookkeeping and other aspects of financial administration for HOMELINK: in order to maintain professional, accurate and up-to-date records of receipts, payments, assets and liabilities which the Trustees and Service Manager can rely upon.

The Finance Assistant will normally work from home (averaging 2 days per week) but may sometimes be required to work in the Lewes office.

There will be periodic review/feedback sessions with the Treasurer, with a probationary review after four months.

### **2. Main Responsibilities and Tasks** (to be reviewed as appropriate)

#### (i) BOOKKEEPING

- Entering financial data into the accounts from bank statements or other sources
- Checking for and rectifying mistakes or anomalies in data
- Ensuring that entries are corroborated by authorized vouchers as appropriate
- Undertaking other activities as directed by the Treasurer

#### (ii) OTHER FINANCIAL ADMINISTRATION

- Being available to arrange payments into or out of the Bank when required
- Ensuring tenant loan accounts are in step with those kept by the Service Manager
- Producing periodic reports on the accounts and on loan repayments and balances
- Writing thank you letters to donors
- Undertaking other correspondence as requested by the Treasurer

### **3. General requirements**

- The Finance Assistant will need experience of, and competence in managing, Microsoft Excel and Word applications
- Protect the confidentiality of all information relating to agents, landlords, tenants, donors and the administration of the Charity in accordance with data protection legislation
- Adopt safe office practices in accordance with Health and Safety legislation and EU Regulations
- Undertake any other appropriate task as agreed by the Board