

**FINANCE ASSISTANT JOB DESCRIPTION**

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| **REPORTS TO** | **CONTRACT TYPE** |
| Business Services Manager | 2 year fixed term post |
| **PLACE OF WORK** | **REQUIREMENTS** |
| Kirkcaldy YMCA and Kirkcaldy YMCA Gallatown Hub but can be flexible to include working from home if required. | The post holder will be subject to a Basic Disclosure Check |
| **ROLE PURPOSE** |
| As Finance Assistant, you will play a key role in supporting the financial operations of Kirkcaldy YMCA. You will be responsible for recording financial transactions (including invoicing, purchase & sales receipts and payments), post financial data to QuickBooks accounting software, reconcile accounts to ensure their accuracy and collate and process monthly payroll data in timely manner.The successful candidate would ideally have relevant Bookkeeping / Accounting experience (with Excel Spreadsheets and Accounting Software) and AAT Level 2 Certificate (SCQF Level 6) or equivalent qualification.The role is critical in supporting the Management Team and the Organisation in delivering its charitable purpose whilst observing and upholding charity accounting compliance procedures. |
| **DELIVERABLES** |
| **VISION AND MISSION**Kirkcaldy YMCA is a Company limited by guarantee with charitable status and have been established in the Kirkcaldy area since 1887.The organisation exists to provide and support quality programmes aimed at physical, social, mental and spiritual development, especially in young people, to enable their development, growth and contribution to the broader community. We operate as a vibrant community centre from our premises in Hendry Road and from our Gallatown Community Hub Facility in Oswald Road.We provide housing support through our accommodation unit and residential properties as well as delivering outreach work to the wider community. We offer a wide-ranging programme of activities all year round through our dedicated staff teams, sessional employees, and volunteers. Our programmes are delivered predominantly through grant funding and our success comes from our long-term relationships with our stakeholders and beneficiaries alongside our excellent knowledge and insight and understanding of the needs of our local community.**JOB ACTIVITIES AND RESPONSIBILITIES*** Record day to day financial transactions and complete the leger posting process.
* Verify that transactions are recorded in the correct manner.
* Monthly reconciliation of suspense codes.
* Bring the ledger to trial balance stage.
* Perform checks of the ledger posting process.
* Enter data, maintain records and financial statements.
* Process accounts receivable / payable and monthly payroll data in a timely manner.
* Maintain the financial records of Kirkcaldy YMCA using QuickBooks accounting software and Excel spreadsheets.
* Ensure there is a clear record of financial transactions and maintain supporting documentation as ready reference of any recorded transaction.
* Check financial reports and records for accuracy.
* Prevent, rectify or report errors made while recording, posting or balancing in any account.
* Reconcile all accounts periodically.
* Prepare monthly statements including spend against funding and ad hoc financial reporting statements and distribute to management and treasurer each month.
* Maintain diary of rents due, collect bad debts, paying creditors and analyse financial statements
* Maintain QuickBooks accounting ledger system and chart of accounts.
* Assist with annual audits.
* Produce accounting reports and income and expenditure statements. For example, grant funding and income.
* Maintain and reconcile petty cash and accounts weekly.
* Undertake full reconciliation of all the Organisations bank accounts monthly.
* Banking monies and checking and verifying bank transactions including direct debits, standing orders and card payments.
* Oversee cash flow.
* Process and monitor sales invoices, receipts and returns.
* Maintain past accounting records.
* Assist in the development of budgets and monitoring.
* Assess investments periodically
* Safeguarding and securing all financial records of Kirkcaldy YMCA
* Undertaking self-evaluation of activity to ensure continuous improvement and contribute to the development of Service and Area Improvement plans as a result.
* The Finance Assistant will be required to attend regular on-going training to meet the needs of the post.
* Work as part of the Kirkcaldy YMCA staff team, attending meetings and team events.
* Uphold the Associations mission, values and ethos while maintaining an ethical approach to its social responsibilities and sustainability.
* Undertaking of other such duties (appropriate to the role) may be required from time to time. This may include working out with normal working patterns and possibly including some weekends.
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| **PREFERRED KEY SKILLS AND QUALIFICATIONS** |
| * Solid understanding of basic bookkeeping and accounting principles and practices.
* Relevant Bookkeeping / Accounting experience (with Excel Spreadsheets and Accounting Software).
* AAT Level 2 Certificate (SCQF Level 6) or equivalent qualification.
* Ability to adapt and learn.
* Well versed with financial data management, analysis and regulation of financial accounts.
* Knowledge of accounting software systems and packages.
* Experience of working in a Charitable Organisation
* Organisational Skills
* Problem solving and Negotiation Skills.
* Decision Making Skills.
* Commitment to Organisational values and objectives.
* Ability to take ownership and provide a regular and effective service.
* Energetic & positive outlook.
* IT & Administrative Skills.
* Communication skills (both oral and written).
* Ability to prioritise & multi-task.
* Ability to implement and develop systems and procedures.
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