



39 Blossom Street
York
YO24 1AQ
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info@idas.org.uk
idas.org.uk

Dear applicant,

Thank you for your interest in working with IDAS.

Please find enclosed:

- Guidance notes – **please read these carefully**
- Job description
- Person specification
- Application form - please download from our website: [here](#)
- Link to our Diversity and Equalities Monitoring questionnaire: [here](#)

If you require any additional information about the position, please email info@idas.org.uk

All completed applications should be emailed to hrandpayroll@idas.org.uk or posted to IDAS, HR & Payroll Officer, 39 Blossom Street, York YO24 1AQ. Email applications are preferred.

All applicants should also complete our Diversity and Equalities Monitoring questionnaire via the following link [here](#) This information helps us understand whether our recruitment process has reached a wide audience and it will be held completely confidential.

The closing date for this post is noon on Thursday 25th November 2021 It is currently anticipated that interviews will be conducted on Thursday 2nd December 2021

Unfortunately, we are unable to provide feedback on applications.

Best Wishes,

Carol Butterill

Head of Finance & Admin, Independent Domestic Abuse Services.



Safe lives, free from abuse and violence

GUIDANCE NOTES: Independent Domestic Abuse Services

- Please read the job description and person specification before completing the form.
- Use black ink when completing the form.
- Complete the application form as fully as possible, referring to the job description and person specification. We only short-list people for interview who meet every essential requirement on the person specification.
- Include information about your relevant experience, this can be experience gained through voluntary work, interests or hobbies as well as through paid employment.
- Include details of why you want to work for IDAS as well as information about your experience.
- Please return the application form via email to: hbrandpayroll@idas.org.uk.
- Please complete the Diversity and Equalities Monitoring Questionnaire using the link provided.
- All your personal information is held in accordance with IDAS Data Protection and Confidentiality Policies and will not be shared with anyone other than for the purpose of this recruitment process.

Independent Domestic Abuse Services

Job Description

JOB TITLE:	Finance Assistant
SALARY:	NJC Scale Points 10- 12 Starting £21,322 (Full-Time) -Pay award pending
HOURS:	22.5 hours
LEAVE:	26 Days + Bank Holidays (Full-time)
RESPONSIBLE TO:	Ledger Supervisor
RESPONSIBLE FOR:	No staff responsibilities
LOCATION:	A hybrid of home and office work to be agreed with the line manager and in line with the charity's policy.

Hours of work, annual leave and time off in lieu to be agreed/ taken with the prior agreement of the line manager.

OVERALL OBJECTIVES

To maintain the charity's ledgers, processing all transactions and journals

To process payments to suppliers and bank cash receipts

To be a first point of contact for queries from staff, budget holders and suppliers

DETAILED RESPONSIBILITIES

Sales Ledger

- Produce sales invoices through the SAGE 50 sales ledger system ensuring correct pricing in a timely manner
- Ensure accurate coding by nominal code, department and fund with clear narrative.
- Raise authorised credit notes
- Chase up outstanding debts and enforcing the charity's credit management policy
- Set up new clients
- Resolve sales ledger queries and maintain accurate ledger information
- Accurate allocation of receipts, ensuring minimal unallocated cash entries.
- Bank of all cash and cheque receipts.

Purchase Ledger

- Check the accuracy and completeness of purchase invoices match them to delivery records and orders where applicable and ensure approval by budget holder.
- Post all purchase invoices onto the SAGE purchase ledger system accurately and in a timely manner.

- Liaise with staff about queries regarding their orders and invoices.
- Reconcile the purchase ledger accounts to supplier statements on a periodic basis
- Process timely payments of purchase invoices via the BACS system
- Respond to and resolve suppliers' queries.

Banking and Cash

- Count, bank and post all cash receipts and cash from refuges
- Administer and reconcile the petty cash floats for all IDAS offices
- Set up or update direct debits / standing orders

Refuge Rents

- Record rent payments received for all refuges and reconcile to budget/ Sage
- Resolve rent payment queries

General Ledger

- Input the annual budget and forecasts onto Sage at the direction of the Head of Finance
- Assist with management accounts preparation and month end procedures as necessary including posting of monthly journals
- Process business credit card reconciliation and analysis
- Collate information for Gift Aid Claims and process gift in kind forms
- Process the payment of staff expenses

Other

- Order supplies for the Blossom Street office

Person specification

Requirement	Desirable / Essential
Qualification	
Good standard of general education	Essential
AAT qualification	Desirable
Attributes and Experience	
Recent and substantial experience of working in a busy accounts environment	Essential
Experience of working in the charity sector	Desirable
Recent operational experience of computerised ledger systems	Essential
Accuracy and attention to detail	Essential
Able to use initiative and work with minimal supervision	Essential
Calm under pressure	Essential
Tidy and organised worker	Essential
Ability to work to deadlines	Essential
Good communication skills	Essential
Commitment to Equal Opportunities	Essential
Skills, Knowledge	
Excellent ICT skills, including word processing and excel	Essential