

Job Description:

Assistant Financial Accountant

Job Purpose:

The primary duties of this role are to assist the Financial Accountant in ensuring the integrity for all financial transactions. You will also deputise for the Assistant Management Accountant and be responsible for accurate inventory management.

Reports to: Financial Accountant

Direct Reports to: None

Location: Milton Keynes – Full time

Requisite Skills and Experience: Familiarity with accounting systems and ledgers, advanced Excel skills, general IT skills and excellent attention to detail. Experience of working within an Accounts team is desirable. The job holder is likely to be working towards a recognised accounting qualification.

Be prepared to converse sensitively and empathetically with members of the public who may be going through current or recent traumatic experiences

Main duties:

- Responsible for the data integrity of all financial systems used by the Charity
- Inventory management – Keeping record of Inventory movements, delivery notes and shipments - updating to the wider team from time to time about the stock level and to perform regular stock counts
- To assist the Financial Accountant for batching income
- To assist the Financial Accountant, ensuring all income is batched on time with the accurate project code and destination code
- Purchase ledger management – add day to day invoices and month end supplier account reconciliation
- Management and recording of all the direct debit and card payments
- Monitor and record all Restricted donations
- Deputise for the Assistant Management Accountant
- Prepare and perform bulk uploads
- Work with others in the Finance and Operations team and help out as and when required
- Maintain data confidentiality and comply with all regulatory requirements
- Ensure that central administration systems in place at Brain Tumour Research are complied with and that all information relating to the charity and other contacts are correctly entered onto Brain Tumour Research's database
- To ensure that all relevant charity and other legislation is complied with
- To comply with Brain Tumour Research's internal policies as appropriate
- To undertake any other reasonable duties as required by management from time to time.