

Job title	Finance Assistant
Purpose	To provide accurate, timely and confidential finance administration and bookkeeping support, helping ensure the charity's day-to-day financial processes, records and reporting are well managed.
Reports to	Head of Finance
Salary Range	£26,227 pa pro-rata
Job hours/days	15 hours per week
Location	Office based in Aylesbury, Buckinghamshire. Occasional travel around Buckinghamshire.
Closing date	26 th October 2026

Main Duties

This role will support the day-to-day finance functions of our charity, looking after the company bank accounts, being responsible for the accounts payable and accounts receivable duties, gift aid processing and acting as the first point of contact for any routine finance queries.

Specific Responsibilities

Finance

- Maintain accurate and up-to-date finance records in Sage and associated systems.
- Carry out regular bank, supplier and debtor reconciliations.
- Prepare and process payment runs in line with authorisation procedures.
- Support month-end and year-end finance processes, including preparation of information for management accounts and audit.
- Ensure financial records are retained, filed and disposed of in line with organisational policy and legal requirements.
- Handle confidential financial, payroll and donor information in line with GDPR and internal policies.
- Escalate finance queries, discrepancies or concerns promptly to the Head of Finance.
- Dealing with supplier queries regarding payments and some chasing of debtors
- Administration and reconciliation of payments/ repayments of Social Investment Loans.
- Processing receipts from JustGiving and other third party sites.
- Processing Gift Aid applications.
- Supporting compliance with finance policies and procedures
- Maintaining audit trails

Supporting the Head of Finance with:

- preparation for and minuting of meetings
- Monthly HMRC payments



- Collation of records for Audits
- Data retention/ disposal

Grants and Loans

- Helping to carry out checks on grant applicants as part of due diligence
- Assisting with the Salesforce administration of fund and payments

General Operations

- Follow agreed financial controls, authorisation procedures and segregation of duties, escalating any concerns promptly.
- Handle personal, financial and organisational information in line with GDPR, confidentiality requirements and internal policies.
- Customer relations: Managing incoming and outgoing routine telephone calls, emails and general enquiries
- Supporting the professional and efficient delivery of HoB events
- Opening post and ensuring relevant documents are scanned and emailed to staff or saved on Salesforce
- Record keeping and reporting – keeping our multi-purpose Salesforce database up to date and relevant, and ensuring historical paper records are scanned and saved in the appropriate place

Other reasonable administrative duties as required, to ensure that the charity operates smoothly.

Management & Budget responsibility

Reports to: Head of Finance

Line Management responsibility: none

Budget responsibility: no direct responsibility

Person specification

	Essential	Desirable	To be tested by (A = application, I = Interview, T = Test)
Qualifications			
4 GCSEs at grades 9 to 4 (A* to C), level 2 NVQs or equivalent		X	A, I (Test if the desirable quals are not present)
Sage 50 cloud Accounts Certification or equivalent industry standard		X	



IAB Bookkeeper qualification Level 2 or above		X	
Knowledge/ Experience			
Understanding of financial controls, confidentiality and data protection.	X		A,I
Familiarity with charity finance, restricted funds or Gift Aid		X	
Bookkeeping – minimum 1 year	X		
Experience of Sage charity module		X	
Working in the charitable/ third sector		X	
Experience of Gift Aid processing.		X	
Experience using Salesforce or another CRM/database.		X	
Skills			
Ability to process financial information accurately and meet deadlines.	X		A,I,T
Effective communication skills – able to express opinions and convey messages clearly. This includes both verbal and written communication.	X		A,I,T
Good organisational and administrative skills: Able to manage multiple priorities.	X		A,I,T
Experience of using Excel for basic financial tasks	X		
Personal attributes			
Enthusiastic, willing to learn and responds positively to opportunities	X		I
Self-motivated and self-organising		X	I
Confident, approachable and personable	X		I
Attentive to detail and completion of projects	X		A,I
Punctual, professional and dependable	X		A,I
Collaborative Team worker – able to share responsibilities with others and work together to	X		



complete projects.			
Other			
Access to independent travel		X	A
Ability to occasionally work out of hours (time off in lieu)	X		A,I

Application process

Please e-mail your cv **and** a covering letter to Richard@heartofbucks.org outlining how your knowledge and skills are a good fit for this role. Please consider each element of the person specification with reference to your experience, skill, and knowledge gained in employment, voluntary work, studying, or a personal setting.

Heart of Bucks is a Disability Confident Employer, committed to equality of opportunity and celebration of diversity. We are signatories to the Mindful Employer Charter and are a Living Wage Employer. We take great care to ensure that our actions as an employer reflect our values. We promote equality of opportunity and welcome applications from a wide range of candidates. We select candidates for interview based on their skills, qualifications and experience and will ask about any reasonable adjustments you may require when inviting candidates to interview.

Applicants with “unspent” convictions are asked to disclose this as a separate appendix to your covering letter so we can work with you to assess what impact (if any) this may have on your potential employment with us. There is more information about this here: <https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>

