



Join our team!

**Accounts
Assistant**



**Glasgow
Children's
Hospital
Charity**



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Job Description: Accounts Assistant

Finance Team

Reporting to

Accountant & Company
Secretary

Salary

£23,000 -28,000 (pro rata)

Hours

Part Time, 21 hours per
week

Holidays

25 days plus 10 bank
holidays (pro rata)

Location

Head Office in Paisley
(Hybrid Working Available)

The Finance team actively contributes to the long-term financial viability of the GCHC Group, through the application of robust systems and controls, guaranteeing strong financial management across the Group.

The Accounts Assistant collaborates with the Accountant and Company Secretary to ensure accurate, complete, and timely processing and reporting of the Group's financial information.

You will ensure robust financial controls and procedures, working with the Accountant and Company Secretary to identify and implement operational improvements in controls, processing, and reporting.

Responsibilities

- To monitor the finance email inbox, manage the processing workflow, respond to queries and provide assistance to staff, volunteers, suppliers, and NHS colleagues as needed.
- To administer the accounts payable function across all group entities with a high level of attention to detail, while also ensuring compliance with robust internal control procedures, including the:
 - Processing of invoices and expenses.
 - Preparation of regular payments runs, to ensure that all suppliers, staff, and volunteers are paid accurately and timeously.
 - Processing all expenditure via debit and credit cards and ad hoc manual payments.
- To reconcile various statements to Sage, action discrepancies and follow up on outstanding receipts.
- Process top-up requests on prepaid cards.
- Maintain physical & digital filing systems.
- To prepare and send quarterly funds statements for restricted funds.
- To liaise with the Grant & Projects Team in the administration of grant liabilities.
- To process trading income from various outlets to Sage, ensuring VAT is accounted for correctly.
- To liaise with other teams across the whole organisation.
- To be pro-active in the development of improvements to the finance processes and maximise the use of software to meet time targets.



Additional Responsibilities

- To be committed and adhere to Glasgow Children's Hospital Charity Group's vision, mission and values.
- To actively consider professional development and determine training needs.
- To maintain and develop good working relationships with other members of the wider organisation, volunteers and with key individuals within the Royal Hospital for Children, Glasgow, NHSGGC and other NHS areas the Charity may support in the future.
- To work at any of our other sites and charity events as required. As a fundraising & marketing organisation, a strong customer focussed approach is required in order that all staff can represent the Charity in public facing locations and events.
- Evening and weekend work will be required, on a rota basis, throughout the year to support the charity's events.
- Any other relevant duties as may be required by the Accountant & Company Secretary or CEO.



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Person specification

Who we're looking for

Essential criteria

- Proven experience in an accounts environment with excellent data entry and book-keeping skills.
- Detail-oriented with a good aptitude for numbers.
- Highly organised, with the ability to follow procedures and be able to multi-task in a busy environment.
- Robust understanding of financial systems, processes and controls.
- Computer literacy and working knowledge of accounting packages (Sage Line 50 preferred) and Microsoft Excel.
- Excellent interpersonal and communication skills.
- Positive attitude and determination to succeed.
- Evening and weekend work from time to time is essential.
- Full UK driving licence with access to own car.

Desirable criteria

- Experience of working in the Charity Sector
- Familiarity of the work of Glasgow Children's Hospital Charity
- Willingness to drive a van on occasion



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Benefits

Working with us

We care about our team and have a range of financial and work-life benefits that make Glasgow Children's Hospital Charity a great place to work, including:

- Benchmarked, competitive salary
- 5% employer pension contribution
- Blue Light Card discounts
- Flexible working policy
- Enhanced maternity pay (after 2 years)
- Westfield Health membership, including 24/7 counselling support, personal accident cover, financial support for optical, dental and chiropody treatments and Bike 2 Work scheme
- 10 public/ bank holidays each year
- A bonus day off on your birthday
- Time off in lieu (TOIL) for additional hours worked at events and out-of-hours support
- Generous leave policies, including sick leave, 'other leave' and the ability to buy and sell annual leave
- Continued professional development including training, membership of professional bodies and progression opportunities