

# JOB DESCRIPTION: FINANCE ASSISTANT

**Blesma, The Limbless Veterans** is the national charity and membership association for limbless serving and ex-service men and women and their dependants.

We help all wounded Servicemen and women who have lost limbs, the use of limbs or eyes, to rebuild their lives by providing well-being support and rehabilitation activities.

Blesma campaigns for our veteran’s rights and looks after individuals and their families by offering a comprehensive welfare system and financial assistance programme. Rehabilitation, support, counselling and care are the four principal foundations of our organisation. Together, we can help our men, women and their families face the challenges ahead with renewed confidence and self-belief.

The **Finance Assistant** is a pivotal role within Blesma, providing accounting support within the finance team by delivering effective financial support to the charity. This in turn has a direct effect to help reduce the negative impacts of disability and to assist the Members of Blesma in leading independent and fulfilling lives.

**Current holder**: New post.

**Main purpose**: To support the Finance team in the accurate and timely recording and retrieving of financial transactions and data.

**Location**: Office Based at our Head Office in Chelmsford.

**Responsible to**: Senior Finance Officer

**Salary and Benefits**: Starting salary £25,000 (pro-rata)

Blesma offers a contributory pension scheme, employer’s contribution of 5% and you are encouraged to pay 3% of your salary, and a Death in Service insurance benefit equal to one and a half times annual salary.

**Contract:** Permanent.

**Holidays:** 25 days per annum, plus bank holidays (pro-rata).

**Equal** **Opportunities:** Blesma is an equal opportunities employer and commitment to this is expected.

Full details of Conditions of Employment are set out in Blesma’s Employment Contract, the main features of which are standard for all staff.

We seek to attract and employ the best people from the widest talent pool, as well as those who reflect the diverse nature of our society. Blesma encourages a culture where people can

be themselves and be valued for their strengths. With an increasingly agile workforce, we are open to flexible working arrangements where appropriate.

**Main Duties**

**Finance Duties**

* Ensure invoices/expenses are authorised in accordance with delegated authority
* Code invoices/expenses/grants
* Process grants/invoices/expenses on Sage 200
* Ensure restricted income and expenditure is allocated in accordance with donor wishes
* Accurate processing of income
* Help with bank reconciliations and filing
* Accurate and timely processing of expenses and supplier invoices
* Support the annual audit, year-end and month end cycles

**General Duties**

* Open incoming post as required
* Provide ad-hoc administrative support as required
* Answer office phone calls and deal with suppliers/donors
* Ensure strict adherence to policies and procedures
* Prompt and accurate response to queries.

# Person Specification – Blesma, The Limbless Veterans

* The ideal candidate will be AAT part qualified or equivalent
* Qualified by experience
* Good excel/ word skills
* Experience with Sage
* Well organised, with the ability to meet deadlines
* Good interpersonal skills
* Excellent written and verbal communication skills