



Job Description

JOB TITLE:	Finance Assistant
LOCATED AT:	Hestercombe Gardens, Cheddon Fitzpaine, Taunton
RESPONSIBLE TO:	Finance Manager
SALARY:	£25,000 pro rata
HOURS OF WORK:	22.5 hours/week
SPECIAL RELATIONSHIPS:	Membership Secretary
PURPOSE OF THE JOB:	Providing assistance to the Finance Manager to help ensure the smooth running of the Finance department, and assisting the Membership Secretary with maintaining and servicing the membership of Hestercombe Gardens Trust (HGT).

Main Duties

1. Input purchase ledger invoices onto the accounting system (Sage 50 Accounts) for two companies (Hestercombe Gardens Trust & Hestercombe Gardens Ltd).
2. Run aged creditors reports. Prepare and submit monthly BACS payments to suppliers of both companies.
3. Process adhoc payment requests such as staff expenses and proforma invoices.
4. Reconcile supplier statements to the purchase ledger and investigate discrepancies.
5. Deal with queries from suppliers regarding purchase ledger invoices.
6. Distribute purchase invoices to department heads for authorisation.
7. Raise sales ledger invoices from income streams such as weddings, conferences, events and rentals and input onto Sage 50 Accounts.
8. Run aged debtors reports for both companies and chase payment of outstanding invoices.
9. Check, analyse, reconcile and record monthly takings for the shop, restaurant, takeaway café, plant centre, bookshop and ticket office.

10. Assist Membership Secretary with the management of the Hestercombe Gardens Trust membership system including monthly direct debit collection, membership mailings and corresponding with members.
11. Prepare and submit monthly Gift Aid claims to HMRC in respect of membership and admissions.
12. Manage the Merac EPOS system, including setting up new till buttons, adding promotions, changing prices, etc as requested by department heads.
13. Keep prices on FOH & kitchen monthly stock take sheets up-to-date and add new items as necessary.
14. Manage the monthly payroll. Record weekly hours worked by hourly paid staff, add new starters to Sage Payroll, run monthly payroll & print required reports, ensure staff receive payslips, process leavers and submit information to HMRC once completed. Ensure pension contributions are paid to pension provider and PAYE payments are set up.
15. Provide support to all staff, including department heads, with any finance department related queries.