



## **Finance & Administration Assistant**

**Hours:** 1 day per week

**Location:** Office-based, 1 day per week (Tuesday–Friday)\*

**Contract:** PAYE – £15.00 per hour (pro-rata equivalent £31,200 FTE)

**Reports to:** Finance & Compliance Manager

**Works closely with:** Co-Directors, Operations Manager and Team Budget Holders

**\*Please Note : We require the successful applicant to work the first Friday of every month**

**Deadline : 12pm Friday 24 April, 2026**

**Interviews : Friday 1 May, 2026**

**Role to begin : As soon as possible**

### **Role Purpose**

The Finance & Administration Assistant is responsible for the day-to-day financial administration and bookkeeping of the Portland Inn Project.

Working under the direction of the Finance & Compliance Manager, the postholder ensures that all financial transactions are accurately recorded, appropriately authorised, compliant with procurement policy, and fully reconciled to support robust financial reporting and governance.

The role requires a proactive and highly organised individual who can manage routine financial processes independently while escalating risks, projected overspend, or anomalies in a timely manner.

In addition to financial processing, the role provides practical administrative support linked to operational expenditure, helping to ensure value for money and efficient use of organisational resources.

## **Key Responsibilities**

### **1. Financial Processing & Bookkeeping**

- Input invoices, payments, income and financial transactions into QuickBooks
- Maintain purchase and sales ledgers
- Ensure all expenditure has appropriate prior authorisation from the Director (or delegated authority) before processing
- Process supplier payments, expense claims and receipts
- Manage petty cash and credit card records
- Perform monthly bank reconciliations and required journal entries
- Maintain accurate, organised and audit-ready digital financial records

### **2. Budget Monitoring & Financial Reporting Support**

- Monitor expenditure against approved budgets and proactively flag any actual or projected overspend, variances, or financial risks
- Prepare monthly reconciliations (bank, petty cash, credit card and relevant control accounts) to ensure financial records are complete and accurate
- Compile financial data and supporting documentation for the monthly finance meeting
- Work closely with the Finance & Compliance Manager to ensure financial records are reporting-ready and aligned with agreed budget lines
- Provide financial information to support quarterly Board reporting and funder reports (under direction)
- Assist with the preparation and monitoring of organisational and project budgets by maintaining accurate coding and expenditure tracking
- Ensure all financial transactions and procurement processes are carried out in accordance with agreed financial procedures, delegated authorities and procurement policy

### **3. Finance Meetings & Governance Support**

- Prepare and circulate documentation for the monthly finance meeting
- Attend and minute the monthly finance meeting
- Circulate minutes and action points
- Track agreed financial actions to ensure follow-up and accountability
- Support adherence to financial controls and governance procedures

### **4. Procurement & Value for Money**

- Ensure procurement policies are adhered to for all purchases
- Seek best value when ordering supplies (e.g. workshop materials, utilities, fuel, services)
- Support contract renewals for utilities and central services, seeking competitive pricing where appropriate
- Monitor waste and unnecessary expenditure, identifying opportunities for cost savings
- Work closely with the Operations Manager to align purchasing with operational needs

## **5. External Liaison & Compliance**

- Liaise with suppliers regarding invoices and payment queries
- Provide bookkeeping documentation to external accountants as required
- Ensure financial documentation is organised and audit-ready

## **Working Relationships**

- Line managed by the Finance & Compliance Manager
- Works closely with the Co-Directors on expenditure authorisation
- Collaborates with the Operations Manager on operational purchasing and cost efficiency
- Supports the Finance & Compliance Manager in maintaining financial governance

## **Person Specification**

### **Essential**

- Strong bookkeeping or finance administration experience
- Proficiency in QuickBooks
- AAT Level 2–3 qualification or equivalent experience
- Strong understanding of financial controls and authorisation processes
- Excellent attention to detail and accuracy
- Ability to monitor budgets and identify potential overspend
- Highly organised and proactive in managing workload
- Comfortable working independently and within a small team
- Willingness to work in the office one day per week

### **Desirable**

- Experience working within a CIC, charity or not-for-profit organisation
- Experience supporting financial reporting to boards or funders
- Experience working with external accountants

## **APPLY :**

**Please send a Cover letter and CV (please include your home address) in ONE PDF to [rebecca@theportlandinnproject.com](mailto:rebecca@theportlandinnproject.com) and title the email FINANCE ASSISTANT**  
**Our temporary office is only accessible via a staircase. If you require access assistance, please let us know. Our future building will be fully accessible.**

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