



The Branch Trust  
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## Assistant Treasurer

### Overview

Our mission is to reach the most vulnerable in the community, journeying with them to unlock their potential and build brighter futures.

Born out of the desire to love our neighbour and serve the local community, we recognise each individual and family unit as unique. We create spaces where people can grow, connect and step into playing a meaningful part in their community.

We are looking for an individual who can help with this work by taking on and continuing to shape our day-to-day financial administration.

### Job Terms and Conditions

Job Title:	Assistant Treasurer for The Branch Trust, Chipping Norton (CIO)
Place of work:	Chipping Norton (or virtual + occasional meetings in Chipping Norton)
Working Hours:	8 hours per week (although this may need to increase as operations expand) These may be worked flexibly, especially around school holidays
Salary:	£24,375 - £29,250 equivalent (or approx £12.50-£15.00 per hour / Gross) depending on experience
To report to:	Treasurer of The Branch Trust (currently James Shand)
Employer:	The Branch Trust, Chipping Norton (CIO)
Contract Term:	Permanent
Start date:	As soon as possible
Benefits:	4% Workplace pension contribution 53 hours' holiday per calendar year (this figure is calculated on the basis of a 8 hour week as the equivalent of 5 weeks holiday plus a further 13 hours. This entitlement includes an allowance for bank holidays)

## Context:

The Branch was formed as a CIO and registered as a Charity on 27 August 2020 and, having set up an initial finance team, this post will ensure that systems continue in an efficient and effective manner. The Finance team has a role split as follows:

- Treasurer role – strategic role, reviewing Accounts, Budgets & forecasts. Chairing a Finance committee which reports to the Trustees. Attending quarterly Trustee meetings
- Assistant Treasurer role – Under the direction of the Treasurer, doing all the bookkeeping, preparing Accounts, managing all donations / income, doing gift aid re-claims, and managing the cash flow and payments on a weekly / monthly basis.

## Key Responsibilities:

Donations:	<ul style="list-style-type: none"> <li>• Accurately recording all donations in accounts software, correctly allocating donations to Restricted / General funds</li> <li>• Thank you letters to donors (with Campaign Manager)</li> <li>• Completing Gift-Aid reclaims</li> <li>• Allocating Gift-Aid credit to the correct fund</li> </ul>
Purchases:	<ul style="list-style-type: none"> <li>• Collating purchase invoices ready for authorisation</li> <li>• Entering invoices onto accounts software</li> <li>• Reconciling supplier statements</li> <li>• Arranging payment runs</li> <li>• Liaising with suppliers</li> </ul>
Payroll:	<ul style="list-style-type: none"> <li>• Maintaining small payroll for employees (Gross pay)</li> <li>• Setting up / outsource payroll ledger re: net pay, deductions and reporting</li> </ul>
Cashbook / Bank:	<ul style="list-style-type: none"> <li>• Entering cashbook items into accounts system</li> <li>• Entering approved payments onto CAF bank, ready for authorisation &amp; release</li> <li>• Reconciling bank accounts at least monthly</li> <li>• Monitoring cash position on a daily basis</li> </ul>
Accounts & Other:	<ul style="list-style-type: none"> <li>• Preparation of monthly accounts pack, including Income &amp; Expenditure, Balance Sheet, cash flow, Restricted Funds (per fund), General fund</li> <li>• Preparation of the quarterly VAT return, inc. partial exemption calculations</li> <li>• Preparation of ad hoc reports (accounts system and Excel)</li> <li>• Calculating and posting depreciation journal</li> <li>• Calculating and posting accruals and prepayments journals</li> <li>• Posting loan interest journals</li> <li>• Maintaining data on accounts system</li> <li>• Reconciling balance sheet control accounts monthly</li> <li>• Helping with areas of development in accounts system</li> </ul>

## Person Specification:

The successful candidate will have:

### Essential

- Attention to detail
- Recognised accounts package experience
- AAT level 4 (or equivalent demonstrable experience to this level)
- High degree of computer literacy (& experience of Microsoft Word, Excel etc)

### Desirable

- Charity experience

## Personal Qualities:

In addition, the successful candidate will have the following personal qualities

- Is honest, reliable and conscientious
- Works well in a team
- Enjoys working to a high standard and pursues excellence
- Is able to handle confidential information
- Actively seeks more efficient processes and practices
- Relates well to colleagues – collaborative and a team player
- Contributes positively and joyfully to small office-based working environment
- Is willing to undergo training and enjoys developing skills

### *Notes:*

- o This job description is not intended to be a complete list of duties but does indicate the main ones attached to the post.
- o The post-holder is required adhere to all relevant statutory regulations regarding health and safety, fire procedures, confidentiality, COSHH.
- o There is a Genuine Occupational Requirement (GOR) that the post holder is a practising Christian.