



BEYOND LIMITS

Beyond the limits of conventional support

Assistant Finance Lead

Job Description

Reporting to the Finance Director (FD).

Role

Support the Finance Director to oversee the day-to-day finance function within Beyond Limits, producing monthly Management Accounts, weekly Cash Flow Statements and other key financial data for the Directors of Beyond Limits and the parent company (Tristone Healthcare Ltd).

Responsibilities and Duties

Finance Function:

Ensuring the following are maintained on a day-to-day basis:

- Sales Ledger
- Nominal Ledger
- Bank Ledger

Management Accounts

Posting journal entries, including accruals and prepayments.
Preparing month end income, bank and payroll reconciliations.
Preparation of monthly Management Accounts with the FD.
Providing monthly Management Information and Statistics for Tristone Healthcare Limited.

Cashflows

Preparing weekly Cash Flow Statements and quarterly Cash Flow Forecasts

Individual Service Funds

Preparation of quarterly Individual Service Fund Reports (ISF) for each person we support.

Supporting the FD with the preparation of annual budgets for the Central Teams and each person we support (ISF)

Liaising with Directors, Service Leaders and Office/HR Manager on all budget issues as and when required.

External Reporting

- Preparing Office of National Statistics returns as necessary.
- Preparing quarterly Monitoring Returns to our funders as necessary.

Other duties

Maintaining and continually developing the Finance Management Guidance System, ensuring compliance across the organisation.

Ensuring all finance programmes and data are up-to-date, secure and backed up daily.

Ensuring compliance with GDPR and archiving of financial records.

Assisting the Finance Director with any other ad hoc tasks as required.

Behaviours, Skills and Knowledge Required

What You Do (Do)

- Will 'stick with it'
- Will facilitate, support, learn, share & care
- Will reflect on self
- Will grow to be passionate, committed and confident

Who You Are (Be)

- Is adaptable to meet the needs of the people supported by the organisation
- Is non-judgmental and empathic
- Is open-minded with a "can do" mindset
- Is a supportive accountant without the jargon

What you have (Has)

- Has great communication skills
- Has accounting skills with attention to detail and consistency of work
- Has experience in a general accounts department
- Excellent written, numerical, analytical and IT skills
- At least Intermediate level of Microsoft Excel skills

Whilst a professional accountancy qualification is not essential you **must have** experience of helping to prepare Management Accounts, a good understanding of double-entry book-keeping and preferably Sage Accounts Software

You must also share a belief in the capacity of all people, regardless of ability or disability and the values of the organisation

[Our Values - Beyond Limits \(beyondlimits-uk.org\)](http://beyondlimits-uk.org)