

WE'RE SEEKING A FINANCE ASSISTANT

If you are interested to learn more about financial principles, and want to increase your experience of supporting a team, then we would love to hear from you!



JOIN US IN THIS NEW ROLE!

[MATRIXTRUST.COM](https://matrixtrust.com)

Matrix | Allen House Pavillion, Guildford, Surrey | 01483 574900

Dear Applicant,

Thanks for your interest in joining the Matrix Family.

Why Matrix?

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives.

Right now, post-covid, we are responding to the needs of young people by consolidating our established projects and continuing to develop new ones as the need arises. We're looking to add to our team with passionate people who are keen to invest for the long-term, willing to put in the energy needed to make a tangible difference.

Why Guildford?

Don't be put off, thinking there are no needs amongst young people in Guildford, it's not what it seems on the surface. The needs of young people here are very real, amongst those who have, and those who don't – from mental health issues, to social isolation and from a lack of opportunities to poor life skills, for young people in Guildford life can be tough.

Most years we work with over 500 young people on a regular basis, providing in-depth support for needs ranging from mental health to social and emotional development, and work with 500+ other young people across a range of activities and provision. The last few years have obviously been challenging for everyone, with Covid-19 taking its toll, especially so with regard to young people's mental health and wellbeing - making this role even more vital. Take a look at our latest newsletter online to read some of our young people's stories!

Where does this role fit?

This is a brand new role at Matrix within our Support Team. The post holders will be responsible for supporting the Head of Finance across Matrix's financial procedures, with a particular focus on day-to-day transactions using Quickbooks. If you're interested in financial processes, can take initiative and don't mind mucking in, this could be the role for you.

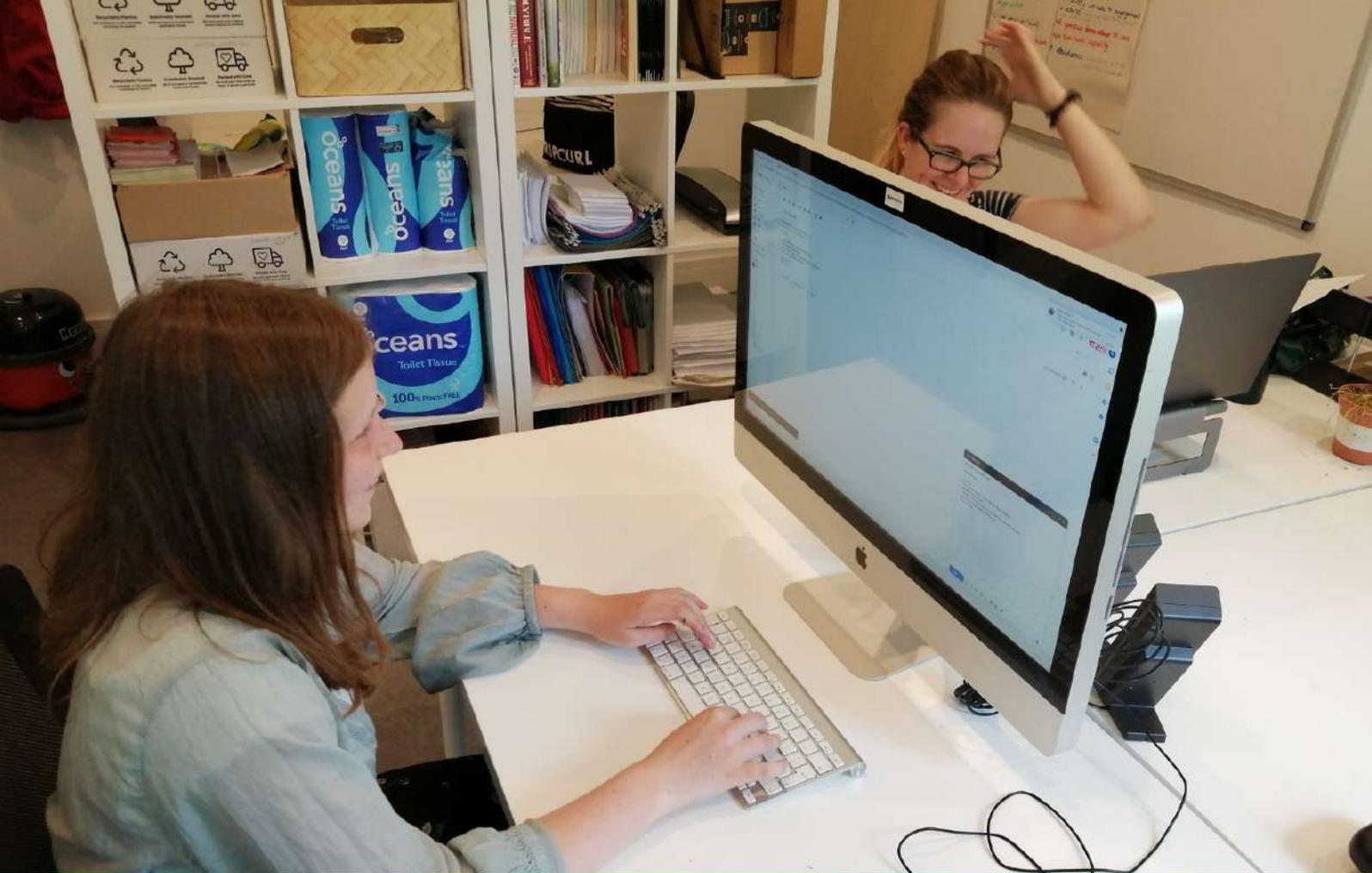
Come and join the adventure!

Thanks again for taking time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,



Misty, CEO



FINANCE ASSISTANT

OVERVIEW

Matrix are a Christian organisation that deliver essential youth work to young people from all walks of life in schools & communities across Guildford Borough.

We're excited to offer a new position as our Finance Assistant to join our Support Team

The post-holder will be expected to support the Head of Finance by processing the day to day bank transactions in Quickbooks, including creating, issuing, and following up invoices. As well as to providing support to the wider team with general financial duties.

Hours: 10 hours per week | Salary: £10.28 to £12.31 per hour (depending on experience)

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Role Description - Finance Assistant

This is a supportive role where you will be providing assistance to our Head of Finance with the accounts and the wider Matrix team with their budgets and expenses.

What would I be doing?

This role will be working directly as a support to the Head of Finance, on all aspects of our charitable and CIC accounts. Whilst you will have specific areas of responsibilities (see below), you will also be expected to contribute towards the wider needs of Matrix and The Hideaway as appropriate.

What do we expect from you?

The post holder will be a numerate, IT literate team player. As the Finance Assistant your responsibilities will be:

- Process the day to day bank transactions in Quickbooks
- Enter bills and expenses ready for payment
- Create, send and follow up invoices
- Bank cheques and cash
- Work with budget holders to ensure they are recording their expenditure correctly and reconciling to the accounts
- Update budget information in Quickbooks
- Claim Gift Aid
- Assist the Head of Finance in creating monthly and yearly reports for the Board of Trustees and Directors
- Set up new employees on payroll and pension and collate information for monthly payroll
- Other financial duties as required by the Head of Finance

Who are we looking for? (Personal Criteria)

ESSENTIAL

- A strong understanding of basic financial principles and excellent maths knowledge
- A basic understanding of accounting software, including how to use it
- Thorough attention to detail
- Experience of processing day to day financial data
- Good interpersonal and verbal communication skills
- Ability to maintain confidential and sensitive information
- Able to prioritise and manage multiple streams of work using good organisational and administrative skills
- Enjoy working in a flexible, growing and energetic team
- Able to support and work within the Christian ethos
- Able to work within the values of the Matrix, including taking a 'can do' approach to your work
- Excellent IT and administrative skills

- Able to use advanced features in Excel, for instance Pivot table and formulas.
- Experience of working to deadlines
- Fast learner and able to hit the ground running
- Works efficiently using own initiative

DESIRABLE

- A professional qualification in a relevant specialism
- Qualified or working towards AAT level 3 or above.
- Experience of Quickbooks
- Experience of accounting for restricted funds
- Experience of supporting payroll functions
- Experience of supporting month end / year end account processing
- Experience of working for a charity or able to demonstrate understanding of key issues relating to charity finance

Team Expectations

Matrix is a small, established, but fast evolving and growing charity and there is therefore an expectation on all staff to be proactive and a fully-invested team player, supporting others in their busier seasons and the charity as a whole across the year.

We expect you to:

- Fit in with our values: positive, relational, innovative, collaborative and fun
- To work from within the Christian ethos (see ethos statement)
- Be committed to and passionate about the mission to catalyse change in young people's lives
- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of Matrix (e.g.: fundraising activities/events or prayer spaces)
- Take part in whole team projects
- Work across agencies and Matrix teams

You may be expected to work occasional evenings and weekends. All hours will be based at the Matrix office. Any specific changes to your working week will be cleared through your Matrix line manager.

What we offer you

- ★ 5 weeks paid holiday, plus bank holidays
- ★ A mentor from a local church (if requested)
- ★ A training programme that develops your skill base
- ★ Regular line management and supervision from your supervisor
- ★ Flexible working arrangements, where possible
- ★ A nurturing and supportive team

Hours: 10 hours pw | Salary: £10.28 to £12.31 per hour, depending on experience



JOIN OUR GROWING TEAM!

HOW TO APPLY

To apply for this post, you just need to do 2 things:

1. Complete our **Application Form**
2. Email it to **hr@matrixtrust.com**

Any questions, just give Juliette a call: 01483 574900

All applications for this role must be in by:

End of Wednesday 24th August

Interviews: *the following week*

Start date: *ASAP*

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