Job Description

Job Title:	Senior Finance Assistant
Based at:	Saltbox offices, Bemersley House, Gitana Street, Hanley, ST1 1DY
Hours	28 hours per week (over 4 days)
Salary:	£28,000 to £32,000 (pro-rata £22,400 to £25,600) depending on experience + benefits
Term:	Initial 12 months Fixed Term contract (as maternity cover); potential for permanent role subject to funding and organisation growth
Holidays:	24 days per annum plus Bank Holidays (pro-rata) and day off for birthday
Responsible to:	Finance Manager
Responsible for:	Assisting the Finance Team to provide accurate and timely finance administration and analysis that supports the activities of Saltbox.
Recruitment:	This post is subject to a satisfactory DBS and reference checks

Summary of Duties

The Senior Finance Assistant will support the Finance Manager with:

- Undertaking the finance duties of the Restart service including management of property utilities (gas, electric & water) and council tax.
- Processing of the landlords' payment run for leased properties each month.
- Processing the financial transactions of Saltbox and its respective services/projects on the Sage financial system including the sales ledger, purchase ledger, staff expenses, corporate cards and bank accounts.
- Assist in the daily administration of banking, corporate cards, petty cash and auto top-up meter payments.
- Administration of the finance of Hawes Street Housing, Saltbox's subsidiary company.
- Processing of donations for gift aid claims.
- Dealing with financial queries.

Main Duties / Tasks

1. To carry out all tasks to the required standard and in a timely manner, ensuring that all records are accurate and kept up to date in accordance with company guidelines and in adherence with the quality standards process.

2. To assist with the processing, monitoring and reporting on Restart property information, including council tax, utilities, meter readings and service charges using the agreed formats to meet the organisational requirements.

3. To process the landlords' payment run each month ensuring that all landlords are paid in a timely fashion with deduction of any management fees and recharges.

4. To assist with the processing and/or making payments of staff expenses, supplier invoices and corporate card transactions.

5. To assist with the processing and reconciliation of monthly bank statements, petty cash including preparation and allocation of restart property utilities monies.

6. To assist with monitoring, evidencing and reporting on the financial elements of our external funded projects.

7. To assist with the preparation and processing of Gift Aid.

8. To liaise effectively with agencies and partners including benefits service, city council, utility companies, landlords, suppliers, and customers.

9. To manage the process of meter exchanges on existing and new properties, when required, for the installation of smart meters.

10. To assist with the management of supplier portals, checking monthly statements and providing remittances where necessary.

11. To monitor the finance emails and post, dealing with various correspondence.

12. To manage financial archives and support external and internal audits.

13. To support the organisation's various projects, both administratively and financially.

14. To scrutinise financial processes to find administrative efficiencies.

15. To undertake such other duties as may be required by the Management and Trustees which are commensurate with the position.

16. To adhere to the policies and procedures as specified by the Saltbox Trustees.

Personal Specification

Finance & Admin Assistant

Requirements		Essential	Desirable
Qualifications:	Good Level of general education, including GCSE Maths and English at grade C or above	√	
	AAT 2 or equivalent finance qualification	√	
	Minimum of 3 years' experience in finance administration and book-keeping	√	
	Experience in using Sage or equivalent finance systems	√	
Skills / Knowledge / Experience	The ability to work accurately with attention to detail & methodical and consistent in approach and well organised	√	
	Good time management, administrative and organisational skills	√	
	Good IT skills including Microsoft Word, Excel and Outlook	√	
	Good standard of literacy and numeracy, with high attention to detail and accuracy	√	
	Ability to undertake a number of tasks covering different areas of administration	√	
	Ability to prioritise the importance of different tasks to achieve individual specified deadlines	√	
	Possess a knowledge and understanding of the activities of Saltbox		√
	Possess a knowledge and understanding of the finance function within a charity		√
	Possess a knowledge and understanding of voluntary sector organisations within North Staffordshire and services that they provide		√
Personal Qualities	Commitment to providing an excellent customer service with high standards of quality	√	
	A good and pleasant telephone manner	√	
	The ability to get on well with others at all levels	√	
	Good written and communication skills	√	
	Self motivated and able to work under own initiative as well as within a team	√	

Requirements		Essential	Desirable
	To have a very flexible approach to the role and be willing to carry out a wide variety of administration and clerical tasks with a “can do” attitude	√	
	Demonstrate understanding of enthusiasm to help build and be part of a growing organisation	√	
	The ability to drive with own transport	√	

October 2026

Other Information:

Saltbox:

Saltbox is an organisation with Christian values and principles, which was founded in 1983. Saltbox services support those with all faiths and none. It is not a requirement to be a Christian to work for Saltbox; however, staff are expected to behave in accordance with our Values and Guiding Principles, which are detailed below:

Values:

Our message to individuals, communities and organisations is:

- You are valuable
- You have purpose
- You can be forgiven
- You can trust
- You can serve
- You can make a difference

Saltbox's Guiding Principles:

1. We are an organisation with Christian values & principles
2. We aim to make a difference to communities & to see individual lives transformed
3. We seek to work in partnership & seek collaborative opportunities to strengthen communities
4. We strive to be caring, professional & hardworking at all times