



Job Description

Finance Assistant/Bookkeeper

- Location:** The role is based at the Trust's office in West Berkshire and requires a regular onsite presence. The successful candidate will work from our Newbury office three days per week (Monday, Tuesday and Thursday), supporting effective collaboration and delivery of the charity's objectives. This role is fully office based on those days.
- Accountable to:** Finance and Operations Manager
- Start date:** Maternity cover, fixed term contract – immediate start, ending February 2027
- Hours of work:** Part-time (0.6 FTE / 21 hours per week)
- Salary:** £16,161.60 p.a (£26,936 FTE)

Purpose

This is an exciting and vital role performing a range of finance and governance tasks, supporting the Finance and Operations Manager of a leading mental health charity focused on supporting children and young people.

We are looking for an efficient, diligent and confident finance professional with experience of providing a confidential service. The role is varied and would suit someone with experience of working in finance or accounts, who enjoys working with numbers. The role sits within the operations team supporting all areas of the Trust including fundraising, communications and charitable activity.

As finance assistant, your role is to support the Finance and Operations Manager with all financial processing and record-keeping. Your primary goal is to facilitate responsible and compliant financial management of our children and young people's mental health charity.

Key responsibilities and duties:

Administering and carrying out processes to maintain the financial function of the charity in line with operational requirements and statutory compliance. Duties will assist the Finance and Operations Manager with maintaining accurate, up to date financial records including but not limited to:

- Management and reconciliation of the office petty cash, fundraising float and bank accounts.
- Purchase ledger - Raising purchase orders, matching and correctly coding invoices, reconciliation of statements, payments and monthly reconciliations.
- Sales ledger - Raising invoices in a timely manner, logging receipts and allocating to the correct projects and analysis codes, monthly reconciliations and credit control.
- Being the initial contact for financial enquiries both internally and externally.
- Assist with month-end, quarter-end and year-end processes.
- Support the annual audit.
- Recording donation income via internal processes inc. website donations, JustGiving and Shopify disbursements.
- Resolving donor and fundraising team queries.
- Fundraising event reconciliations.
- Recording and processing of staff expense claims.
- Collate and process regular gift aid claims.
- General finance administration as normally expected in a charity environment to support the Finance and Operations Manager with higher level finance duties as and when required.
- Routine call handling as part of the wider office administrative team.
- Undertake any other duties appropriate within the role as may reasonably be required by the Trust.

Person Specification

The successful candidate is likely to have most of the following competencies and experience but not necessarily all. If you feel that you are a strong candidate, please do apply.

Criteria	Essential	Desirable
<p>Skills required and relevant experience</p>	<ul style="list-style-type: none"> • Good numeracy skills and an understanding of double entry bookkeeping • Demonstrable ability to use a computerised accounting system. • Intermediate to advanced Excel skills and good Microsoft Office 365 skills. • Excellent attention to detail. • Great written and oral communication skills. • Logical approach to problem solving. • Ability to work efficiently, accurately and at speed as necessary. • Ability to prioritise and work to deadlines. • Ability to exercise discretion and good judgement in dealing with confidential matters. 	<ul style="list-style-type: none"> • Experience of budget management and control. • Experience of gathering and collating financial evidence for reports. • Knowledge and experience of the charity sector. • Experience of online business banking processes.
<p>Attainment</p>	<ul style="list-style-type: none"> • AAT Level 2 Foundation Certificate in Bookkeeping or equivalent and relevant experience. 	<ul style="list-style-type: none"> • Knowledge or experience of working within a charity finance role.

Personal attributes	<ul style="list-style-type: none"> • Initiative-taker and solution-minded with a can-do attitude towards any task or challenge. • Professional, enthusiastic and flexible, with a strong willingness to learn. • Capable of working as part of a team and autonomously • A commitment to working to meet the charity's objectives. 	<ul style="list-style-type: none"> • Interest in and awareness of mental health issues
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To apply

If you would like an informal discussion about the role with our Finance & Operations manager, this can be arranged via email to: recruitment@charliewaller.org.

The deadline for applications is 9am Thursday 23rd April 2026.

Please submit via Indeed, LinkedIn or send your CV and a supporting statement to recruitment@charliewaller.org. We ask that you structure your supporting statement, to clearly demonstrate how your skills, experience and knowledge meet the job description and person specification. Please try to keep your supporting statement to a maximum of 800 words, excluding headers. Applications will not be considered without a supporting statement.

You will hear back from us by Monday 27th April, if not before and should you be shortlisted, an interview will take place on Tuesday 28th April and will involve a competency interview along with two short finance tasks relevant to the role.

We will provide 50% of the interview questions in advance so that all candidates can perform at their best.