



## **Finance Assistant Application Pack**

### **About Cornwall Community Foundation**

Behind the holiday playground you see in photographs, Cornwall is the poorest county in England, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

At the Cornwall Community Foundation, we believe in a positive Cornish life for all, free from poverty and social isolation. Our aim is to change people's lives for the better by helping local communities. We want Cornwall & the Isles of Scilly to be a great place to live for everyone - a place where people work together to address disadvantage. Donors trust our expertise to direct funds to those grassroot organisations and initiatives which will make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive. Since 2003 we have grant awarded more than £23 million to over 9,000 community projects. In 2025 we grant awarded £2.6 million.

We manage charitable funds on behalf of local individuals, families, companies and public agencies. Many of our funds are invested in endowment, which is currently valued at £12.7 million. We also manage flowthrough or non-invested funds including for the Duke Of Cornwall's Benevolent Fund, the NHS Integrated Care Board, Cornwall Council and the Police and Crime Commissioner for Devon & Cornwall. Typically, our funds are donor advised and we engage with more than 100 local people who assist us with making grant making decisions.

Our friendly and committed [Team](#) of 14 is based in Bodmin when they are not working from home. We have an active and engaged Board of [Trustees](#) who meet four times a year and several committees who meet throughout the year.

CCF is committed to the principles of a 'one team' approach. This recognises that all members of the Team contribute to the success of delivering CCF's goals to address need in the community by making high quality grants and promoting philanthropy.

## **Job Purpose**

This is an exciting opportunity to join our highly motivated and passionate Team as a Finance Assistant, providing support to the Finance Manager to ensure the smooth running of financial operations. This role has responsibility for processing the day-to-day transactions, finance and operational administration, and assisting with the preparation of management accounts and annual audit.

## **Finance Assistant**

Post: Finance Assistant  
Salary: £26,250 – £27,500 per annum (pro rata) depending on experience  
Length of contract: Permanent  
Hours: Part time, 22.5 hours  
Located at: Based in Cornwall and able to attend the CCF office in Bodmin at least one day a week.  
Responsible for: Providing efficient support to the Finance Manager  
Reporting to: Finance Manager

## **Job Description**

The responsibilities of the Finance Assistant are as follows:

- Enter donations and events income onto Sage and Salesforce ensuring correct analysis to funds
- Generate sales invoices and issue receipts when required
- Set up grant payments on Bankline and enter details onto Sage and Salesforce ensuring correct analysis to funds
- Process purchase invoices, expense claims, card transactions and payments, ensuring correct coding to nominal, departmental and funds ledgers
- Bank reconciliations
- Assist with administration of investments, including analysis of pooled investment income between funds and completion of investment documentation
- Assist with preparation of management accounts, including calculation of accruals and prepayments and posting month-end journals
- Gift Aid administration and claims
- Administration of utilities, equipment and service contracts and ordering of office supplies

- Assist with preparation of Fund Statements
- Assist with payroll administration
- Assist with Companies House & Charity Commission administration
- Assist with annual audit requirements
- General administrative duties as reasonably required including providing support to the Fund Development Team in the absence of the Fundraising Assistant

## **Person specification**

### **Essential:**

1. Part Qualified AAT or equivalent and actively pursuing qualification
2. Fully computer and IT literate, and highly skilled in the use of Excel and Office 365
3. Experience with Sage 50 Accounts or similar accounting software
4. Excellent numerical skills with strong attention to detail and a high degree of accuracy
5. Able to work to deadlines to deliver projects on time and to standard
6. Excellent interpersonal and communication skills
7. Able to resolve problems and queries quickly and efficiently
8. Able to work independently as well as being part of a team
9. Current driving licence and access to a vehicle

### **Desirable:**

1. Experience of working in the not-for-profit sector
2. Experience of working with CRM system (Salesforce or similar)
3. Experience of import/export of data between finance platforms
4. Experience of working with AI

### **To apply**

To apply for this post please forward your CV and covering letter to Tamas Haydu CEO  
[tamas.haydu@cornwallfoundation.com](mailto:tamas.haydu@cornwallfoundation.com)

(Incomplete applications will not be considered.)

### **Deadline**

13<sup>th</sup> April 2026

Professional and personal references will be required prior to appointment. Proof of right to work in the UK will be required.