



Job Description

Job Title: Finance Assistant

Department: Finance

Primary Objectives:

Main Duties:

Purchase Ledger

- 1) Invoices – record on to register, and distribute for authorisation as necessary.
- 2) Ensure all purchase invoices are properly authorised and, where applicable, matched to order and/or delivery note.
- 3) Ensure all purchase invoices are properly authorised and, where applicable, matched to order and/or delivery note.
- 4) Reconciling supplier statements.
- 5) Deal with payment queries.
- 6) File invoices, supplier statements and computer reports.
- 7) To ensure that payments to all suppliers of goods and services are regularly and promptly made, in accordance with the Financial Procedures.
- 8) Assist in maintenance of the signatories records of the organisation.

Sales Ledger

- 1) Data entry of sales invoices.
- 2) Filing of invoices, remittance advices, computer reports.

Nominal Ledger

- 1) Assist with data entry of cash sheets/books as necessary.
- 2) Assist with the petty cash reimbursement system.
- 3) Relief for recording income - cash, cheques and direct banking.

- 4) Relief for the reconciliation of the nominal ledger balances to the bank statements.
- 5) Assist with the preparation of monthly management accounts reporting in conjunction with the Finance Officer.

Cashbooks

- 1) Produce/update the un-presented cheque list.

Payroll

- 1) Relief as necessary for data entry of variable pay details.
- 2) Responsibility for the checking of staff car mileage claims and calculation of amount due.
- 3) Provide support, as required, to the Finance Manager in the preparation of the monthly payroll, to ensure that a timely and accurate payroll service is maintained and that all payments are properly authorised.

Miscellaneous

- 1) Respond to queries from budget holders.
- 2) Assist with year end accounting procedures
- 3) Duplicating and printing as required.
- 4) Assistance as necessary to Finance Officer, Finance Manager and Finance Director.
- 5) To undertake other such duties as may be required from time to time e.g. Switchboard/Reception relief cover and assisting other colleagues.
- 6) Accounts Archives – keep tidy. Clear files and dispose of old records after expiry of retention period.
- 7) Monitoring of energy usage.
- 8) Provide appropriate cover for colleagues as necessary.

Resources

1. People

Internal

Managers – various financial queries – daily contact

Employees – answer payroll queries - phone contact as required

External

Suppliers – answer payment/outstanding payment questions – phone contact as required

Customers and family members – answer queries relating to sales invoice –
phone contact as required

2. Financial

Managing the purchase ledger process

Relief for recording all income including government grants & contracts, and restricted funds (cash and other).

Assists with preparation of monthly management accounts and year end procedures.

Assists in the reconciliation of ledger balances

Relief for payroll data entry (In absence of Finance Officer)

c) Non-financial

Responsibility for purchase ledger

Producing ad hoc reports as requested

Monitoring energy usage

Additional responsibilities

- 1) To ensure activities comply with current law
- 2) To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: **KC/NR**

Date: **07/09/2017**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential	Desirable	How Identified (e.g. form, interview, test)
Qualifications & Training	Minimum GCSE Grade 3 in English and Maths, or equivalent	AAT qualified/part qualified	Application form Certificates
Experience	<ul style="list-style-type: none"> ▪ Some experience in a Finance Office preferably including cash handling, banking, fixed assets, VAT, prepayments and accruals & year end procedures ▪ Experience of general administrative duties, including data entry and filing. ▪ Experience of dealing with customers, responding to queries and giving information. ▪ Experience of being part of a team. 	<ul style="list-style-type: none"> ▪ Experience of using an accounting database e.g. Sage, Sun ▪ Basic payroll experience 	Application form Interview & test
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Good knowledge of Microsoft Excel ▪ Good communication skills ▪ Highly literate and numerate with attention to detail ▪ Time management skills including prioritisation ▪ Team player ▪ A self starter who is able to work independently and manage a varied workload 		Interview/test Interview Interview/test Interview Interview Interview

Personal Qualities	<ul style="list-style-type: none">▪ Meticulous▪ Honest▪ Supportive▪ Sensitive▪ Confidential		
Other	<ul style="list-style-type: none">▪ Willingness to undertake a variety of routine work▪ Ability to assist with archiving annual files		