



JOB DESCRIPTION

| | |
|------------------------|--|
| Job Title: | Finance Assistant |
| Responsible to: | Finance Manager |
| Salary: | £19,682.52 - £20,067.32 per annum (pro rata) |
| Hours: | Flexible Part Time 16.5 hours per week over 3 days |
| Term: | Permanent |

Principal Objectives

The accounts assistant is a key member of the finance team, providing administrative support to the Finance Manager. You will have experience of bookkeeping practices and accounting systems, with attention to detail being a key attribute. Possessing good administrative and organisational skills, with an ability to detect inconsistencies, you will be required to work to monthly deadlines.

Tasks and Responsibilities

- Sales ledger invoicing
- Process, match to purchase order, and input purchase ledger invoices
- Process supplier BACS payments
- Controlling credit and chasing arrears
- Managing petty cash transactions
- Managing credit/debit card and Paypal transactions
- Analysing and inputting income
- Managing all cashbooks
- Bank reconciliations
- Working with spreadsheets
- Resolving any financial queries, to include council tax disputes
- Key data into company accounting system (Sage 50)
- Assessing contracts for energy, water and copiers and arranging new contracts when cost savings are identified
- Assist with monthly payroll, in the absence of the Finance Manager
- Financial administrative duties, to include client housing benefits, amenities, service charges and utilities

Administration

- To maintain all files and records in accordance with procedures
- Provide information and statistics, as requested by the Finance Manager
- To assist the Finance Manager to prepare and present budget reports, as and when required
- To assist with the production, analysis and monitoring of financial reports against budget
- To obtain competitive quotations to assist with budgeting, purchasing and contract administration
- To understand Data Protection and maintain confidentiality at all times

Development & Training

- Attend and take part in meetings both one to one and team, taking minutes when requested
- To investigate and attend training opportunities to further personal development

Other Duties

- To act as a positive role model to others
- To undertake other duties, such as may be required by Management or Trustees, which are commensurate with the position
- To adhere to the organisations policies and procedures

Person Specification

- Familiar with Sage Accounts and / or equivalent financial systems
- IT literate with a good working knowledge of Excel spreadsheets
- Excellent eye for detail
- Essential to be a self-starter requiring minimal supervision and direction, but also essential to be an enthusiastic team-player
- Good communication skills
- Ability to demonstrate initiative, self-motivation and resourcefulness
- Ability to liaise in a professional manner with other agencies and to work in a positive way
- High level of commitment, showing adaptability and ability to manage change
- Ability to work harmoniously with staff and colleagues in line with our equal opportunities policy

Benefits

- Salary £19,682.52 - £20,067.82 per annum (pro rata)
- 20 days' annual leave + bank holidays (pro rata)
- Flexi-time system
- Free Health Care Scheme
- 5% Employee Pension Contribution