

**Job Title: Finance Assistant**

**Job Purpose:**

Support the day to day processing of financial transactions including supplier payments, sales ledger invoicing and payroll.

Assist the Finance Manager to maintain the organisation’s financial health and make sure resources are used effectively.

**Specific Duties:**

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| **Financial Administration** |
| 1. Check and process all purchase ledger transactions and ensure that suppliers are paid in a timely manner and in accordance with agreed terms and conditions 2. Raise sales ledger invoices on a weekly / monthly basis for both commissioned services and ad hoc customers. 3. Analyse staff rotas, maintain staff attendance, sickness and holiday records providing monthly analysis reports and input to payroll. 4. Prepare monthly payroll for bureau submission; undertake associated auditing, postings to the P&L and HMRC / NEST reconciliations. 5. Support the Finance Manager with budget preparation and actual vs budget reporting. 6. Administer monthly mileage analysis 7. Administer and control petty cash process. 8. Provide an efficient, professional and friendly service to all staff, service users and customers including the discreet and diplomatic handling of incoming calls and e-mails. 9. Ensure the office is well maintained and secure at all times including security of keys and relevant staff access. Share information as required 10. Provide general business and proactive support. |

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| **Personal Accountability** |
| 1. Act professionally and work co-operatively as a member of a staff team and contribute to a culture of open communication to include constructive feedback for self and colleagues. 2. Pro-active ownership of all tasks to ensure efficient running of financial administration. |

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| **Project Work** |
| 1. Undertake ad-hoc projects as directed by Line Manager from time to time. |

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| **Additional Requirements:** |
| 1. Attend all training courses as directed by the Finance Manager and be responsible for maintaining and improving own knowledge and skills through experience and training. 2. Adhere to Apuldram’s Policies and Procedures. 3. Willingness to work flexibly in order to meet the needs of the service. 4. Undertake any other duties that reasonably fall within the scope of the job role as and when required to ensure the safe and smooth running of the Service. 5. Comply with all health and safety policies and procedures and protect the health, safety and wellbeing of customers, trainees and colleagues. |

**Person Specification**

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| **ESSENTIAL** | **DESIRABLE** |
| Good general standard of education to include numeracy and literacy GCSE Grade C or equivalent  AAT (or equivalent), QBE  Excellent Payroll knowledge  Excellent IT skills including advanced Excel | Accreditation in Excel or similar spreadsheet application |
| Professional telephone manner, ability to respond to queries and to initiate contact | Previous experience of telephone duties |
| Ability to work unsupervised and to use own initiative. Well organised with demonstrable experience of task prioritisation, accuracy and effective time management. | Previous experience of lone working |
| Demonstrable experience of working in a financial support role within a small, busy team | Previous experience of charity accounting |
| Commitment to continuous learning, training and professional development |  |
| Friendly and engaging personality  Strong customer service skills  Can-do attitude |  |
| Able to work flexibly | Full driving licence and car owner |

**Key Competencies Required for the Role:**

* Ability to work on own and as part of a team
* Accuracy and numeracy
* Ability to write business correspondence and manage a range of administrative and financial tasks
* Ability to establish and maintain professional working relationships
* Ability to communicate effectively with a range of people using interpersonal and influencing skills
* Ability to work flexibly and creatively with the people we support
* Ability to maintain confidentiality