

## **Finance Assistant Job Description**

**Salary:** £ 24,480  
**Responsible to:** Finance Manager

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This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

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### **1. Purpose of Post:**

To proactively contribute towards the development and delivery of effective and efficient financial and operational systems to ensure the provision of timely financial services to both internal and external users whilst ensuring compliance with all statutory and internal regulations and requirements.

The role is designed to help develop skills and knowledge in all elements of accounting and training will be given throughout.

### **2. Main Duties and Responsibilities will be assisting with the following:**

- Open new supplier accounts and carry out relevant checks.
- Reconciliation of supplier statements and liaise with suppliers to ensure timely and accurate payments.
- Processing of purchase and sales invoices.
- Processing income from all revenue streams
- Process credit card transactions and expense claim forms in line with HSU processes and requirements.
- Processing payment runs in a timely and accurate manner.
- Liaising with internal and external users to respond to ad hoc requests and resolve general enquiries.
- Producing simple accruals and prepayments.
- Preparation of budget templates.
- Assisting in administering payroll
- Maintaining and updating our intranet pages with relevant information
- Provide general administrative support to the finance department including overseeing the archiving of documents.

**Finance Assistant - Placement  
PERSON SPECIFICATION**

	<b>Requirements</b>	<b>Essential Desirable</b>	<b>Assessed by *</b>
<b>1</b>	<b>Qualifications/Training</b>		
1.1	Working towards a relevant finance, banking or accounting - related degree.	E	A
<b>2</b>	<b>Experience</b>		
2.1	Good understanding of double entry bookkeeping	D	A/I
2.2	Knowledge of financial control systems	D	I
2.3	Understanding of statement reconciliation	D	A/I
2.4	Understanding budget planning and management	D	I
<b>3</b>	<b>Knowledge, Skills &amp; Attributes</b>		
3.1	Knowledge of general accounting procedures including VAT	E	A/I
3.2	Confident using Microsoft Excel and other Microsoft applications	E	A/I
3.3	Effective written and verbal communication skills with the ability to adjust style to meet the needs of different audiences	E	I
3.4	Able to think creatively to continuously improve services	E	I
3.5	Able to think critically and exercise independent judgement and discretion, with a solution focused attitude.	E	I
3.6	Commitment to and understanding of inclusion within a diverse and multicultural environment.	E	A/I

**\* Application (A), Task (T), Interview (I)**