

## **Finance Assistant**

**RESPONSIBLE TO:** Finance Director

**LIAISES WITH:** All Services, Departments & Team members, Suppliers, Funders and Clients

### **PURPOSE OF POST:**

Posting and processing journal entries to ensure all business transactions are recorded. Updating accounts receivable and issuing invoices. Updating accounts payable and performing reconciliations, operations and problem solving for the Accounts Payable function. Uploading and reconciling support worker pay information. Supporting ad-hoc projects across the Finance Department.

### **Job Scope:**

- ❖ Accounts Payable
- ❖ Business Partnering
- ❖ Compliance
- ❖ Process Improvement
- ❖ Reporting

### **PRINCIPLE DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:**

- Ensure all supplier invoices are processed and paid accurately and in accordance with payment terms.
- Assist in investigating and resolving invoice / payment discrepancies with suppliers.
- Reconcile the AP ledger to ensure that all payments are accounted for and correctly posted.
- Ensure remittances are received and recorded in the accounting system.
- Reconcile bank payments and credit card statements.
- Assist with the Purchase Order Process.
- Assist with the direct debits / non-Purchase Order spend.
- Provide supplier reports / KPIs / ad hoc analyses to raise awareness and provide insights.
- Ensure all related supplier tasks are undertaken in line with the monthly Finance timetable.
- Process the on-boarding and offboarding of clients and staff via the Expenses software.
- Raise invoices relating to billable expenses.
- Update daily cashflows.
- Undertake ad hoc tasks as requested by the Finance Department (examples include managing intercompany and amortisation scheduling).
- Help to improve processes to increase efficiency and effectiveness.

- Assist the Finance Team in a wide range of accounting activities to ensure the smooth day to day running of the finance function.

**Essential Experience, Skills and Attitudes:**

- Knowledge of accounts / bookkeeping essential.
- Knowledge of Xero is highly desirable.
- Able to work efficiently on their own and as part of a team.
- Ability to work under pressure and able to meet tight deadlines.
- A proactive approach to investigate and resolve various issues.
- Adapting effortlessly to change whilst maintaining focus on key business goals.
- Excellent organisational skills to manage the volume of invoice queries and other issues.
- Great interpersonal and communication skills coupled with professional telephone manner.
- Sound knowledge of MS Office Applications, specifically Excel (use of v-lookups, pivot tables).

**WORKING CONDITIONS:** Working hours will be 37.5 hours weekly.

**DRESS CODE:** Professional and meeting Health and Safety requirements.