

Job Description Finance Assistant

Position: Finance Assistant	Department: Finance	Reporting to: Group Finance Manager
Job level: Non-management	Contract: Permanent	Hours per week: 37.5

Job purpose: To work along with the Finance teams to maintain standards set by the department in achieving targets and service levels expected by our customers, both Internal & external.

To ensure that customer receive at all times through effective communication, with all departments the highest level of customer care. Helping to ensure all cost are kept in line with the budgets agreed by the company

Job Description

Main Objectives:

- Open incoming post and distribute as necessary - daily
- Manage the invoice email address MS Outlook accounts, printing incoming invoices
- Support Senior Finance Assistants in pairing purchase invoices with authorised purchase orders
- Input purchase invoices into GP on a timely basis. Review and ensure that all invoices have been authorised to be processed – purchase order is attached, and coded with any further accounting treatment documented on the invoice
- Input purchase orders onto the company trackers maintaining accuracy and completeness
- Assisting with the cashing up for all events across the group
- Assist the Senior Finance Assistant with float production and distribution
- Assist the Senior Finance Assistant in month end cash and float reconciliations
- Support the Senior FA's with purchase ledger statements, reviewing and requesting copy invoices in a timely manner
- Ensure accurate daily filing of paperwork within office including purchase ledger invoices and statements
- Support the Senior FA's with archiving of paperwork into the archive room and basement making finding required historic paperwork an easy process
- Support the department with the annual external audit

Person Specification

- Excellent mathematical skills
- Basic accounting knowledge of double entry
- Eagerness to learn and develop
- Understanding of data privacy
- High level of honesty and integrity
- Attention to detail
- Customer service skills
- Solid written and verbal communication skills
- Superior attention to details

- Organisation skills
- High IT skills including good excel knowledge
- Prior knowledge of Microsoft Dynamics GP
- Prior experience in Hospitality, Leisure or Football industry
- Interpersonal skills
- Analytical skills
- Internal audit skills.

Behavioural Indicators

Entry Level

- Functional Skills (Process Management)
- Functional Skills (Communication)
- Personal Attributes (Confidence and Commitment)
- Personal Attributes (Resilience)
- Personal Attributes (Self-Development)
- Personal Attributes (Respect for others)
- Personal Attributes (Integrity and Trust)
- People Skills (Impact and Influence)
- Delivery At Pace (Passion for Customers)
- Delivery At Pace (Drive for Results)
- Thinking (Understanding the Organisation)

Reference: H0486

Closing date: 31st March 2019