

## Job Description Finance Assistant

<b>Position:</b> Finance Assistant	<b>Department:</b> Finance	<b>Reporting to:</b> Management Accountant
<b>Job level:</b> KSA - Basic	<b>Contract:</b> Permanent (37.5 hours per week)	<b>Salary:</b> £18,000 - £20,000 with opportunity for financial support for a further accountancy qualification.

**Job purpose:** To uphold the standards set by finance department and support the team in achieving its targets and goals. Embracing the 'one team' philosophy while approaching work with a forward-looking mentality that reviews information and supports processes professionally and respectfully.

Continually seek to support the business in decision making by aiming for quality information and upholding high standards of internal control through appropriate challenge in line with company policies.

### Job Description

#### Main Objectives:

- Manage the central email address accounts, organising all incoming invoices.
- Support the Senior Finance Assistants in matching purchase invoices with authorised purchase orders.
- Input purchase invoice detail into accounting software (GP) on a daily basis.
- Support the input of purchase orders onto the company trackers.
- Support the Senior Finance Assistants with reconciling purchase ledger accounts, including reviewing and requesting copies of invoices in a timely manner.
- Complete the sales invoice process.
- Process daily bank postings.
- Act as the key point of contact with customers from a debt chasing perspective, including reconciling accounts and chasing receipts.
- Support the robustness of company internal controls by appropriately following company policy and raising any issues or concerns in a timely, professional, and confidential manner.
- Support the department with the annual external audit process.

### Person Specification

- Solid written and verbal communication skills.
- Organisation skills.
- High IT skills including good excel knowledge.
- Analytical skills.
- Interest in studying towards an appropriate accounting qualification.

### Behavioural Indicators

#### Entry Level

- Eagerness to learn and develop.
- High level of honesty and integrity.
- Attention to detail.
- Inquisitive nature, a desire to analyse and understand.
- Pro-activeness.
- Problem solving skills.
- Professional attitude and appearance.
- Organisational skills.