

JOB DESCRIPTION

Job Title: Finance Assistant

Reports to: Financial Controller

Company: Age UK Leicester Shire & Rutland

Job Purpose:

The Finance Assistant will play a crucial role in supporting the Financial Controller in managing the financial operations of the organisation. The Finance Assistant will be responsible for processing invoices, reconciling accounts, and providing administrative support to the finance team. The overall purpose will be to contribute to the overall efficiency and effectiveness of the finance department.

Duties and Responsibilities:

Purchase Ledger:

- Processing supplier invoices, matching them to purchase orders, and ensuring accuracy.
- Reconciling supplier statements and resolving discrepancies.
- Preparing and processing payment runs, including BACS and international payments.
- Maintaining accurate records and assisting with month-end close processes.

Sales Ledger:

- Raising and issuing sales invoices, ensuring correct coding and VAT treatment.
- Monitoring customer accounts, chasing overdue payments, and managing credit control.
- Reconciling customer accounts and resolving billing queries.
- Preparing and posting bank receipts and assisting with cash flow forecasting.

Retail Accounting:

- Dealing with Retail finance queries and duties.
- Preparing operational reports on retail activities.
- Perform regular Finance and Gift Aid shop audits.
- Assist Financial Controller in quarterly recycling credits, Gift Aid claims and other submissions.

Reporting and Reconciliation:

- Preparing monthly sales reports and assist in month-end reporting.
- Reconcile bank statements and ensure accurate financial data transfer.
- Reconcile petty cash and till returns periodically.
- Perform other monthly reconciliation.

Systems and Projects:

- Participate in developing and maintaining IT systems for Finance, Retail & Homecare.
- Participate in ad hoc financial and retail projects.

Training and Development

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

Health and Safety

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Signed: _____

Date _____

Please print name: _____