

## **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	Finance Assistant
<b><u>JOB PURPOSE:</u></b>	Responsible for reconciling the accounts payable and accounts receivable, invoicing clients, ensuring prompt payment of invoices, payroll and maintaining a comprehensive financial filing system.
<b><u>ACCOUNTABLE TO:</u></b>	Finance Manager
<b><u>SALARY:</u></b>	£18,850 p/a

### **MAIN DUTIES**

1. Maintaining the sales and purchase ledgers using Sage 200, including raising sales invoices, coding and entering of supplier invoices, and dealing with client or supplier telephone queries.
2. Raising supplier payments in line with their terms of business by both BACS and cheques.
3. Weekly banking and updating internal systems with payments received.
4. Enter and reconcile all bank transactions.
5. Processing of a monthly payroll, including processing timesheets & holiday records.
6. Manage Petty Cash – reconcile and post on monthly basis.
7. Assisting with month end procedures.
8. Filing and associated administration as required.
9. Demonstrating flexibility in an ever changing and improving environment, coupled with a positive attitude and a high standard of self-conduct.
10. To participate in Age UK Cheshire East's promotional, social and fundraising events.
11. To ensure correct systems of control are maintained in line with Age UK Cheshire East's financial management policy and procedures.
12. To comply with the Data Protection Act in relation to personal data held.
13. To be aware of and to implement Age UK Cheshire East's policies with regard to Equal Opportunities and Confidentiality.
14. To act at all times in accordance with the policies and procedures of Age UK Cheshire East.
15. Such other duties which may be required from time to time which are consistent with the duties and responsibilities of the post.

## **PERSON SPECIFICATION**

<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<ul style="list-style-type: none"><li>• 3 years minimum experience in a similar role within a SME business/Charity.</li><li>• Detailed knowledge of Sage 200 Accounting system and Sage 50 Payroll.</li><li>• Strong Microsoft Office skills, particularly Excel.</li><li>• Excellent attention to detail with good time management and organisational skills.</li><li>• Team player but with the ability to work using own initiatives and motivation.</li><li>• Positive attitude and a high standard of self-conduct.</li></ul>	<ul style="list-style-type: none"><li>• Current driving licence and the use of a car for business purposes.</li></ul>

### **OTHER FEATURES OF THE JOB**

The post holder will be based at the Macclesfield office but may be required to visit the organisation's other bases from time-to-time.

The post holder will be expected to work 36.25 hours per week.

The annual leave entitlement will be 26 working days. Statutory bank holidays also apply.

This job description will be reviewed from time to time and may be updated depending on the changing needs of the organisation.

*April 2019*