

## **JOB DESCRIPTION**

**Post Title:** Finance Assistant

**Reporting Line:** Finance Manager

**Summary of post:** To assist the Finance Department in the administration of the Money Management Service and Charity's financial affairs. This will involve detailed work on purchase and sales ledger.

**Hours of work:** 37 – Monday to Friday (with 30 minutes unpaid lunch break)

**Location:** Age UK Coventry and Warwickshire Offices

## **Duties and Responsibilities of Role**

1. To administer the effective and accurate processing of the purchase ledger including making payments.
2. Assisting with the sales ledger process including the production invoices, raising manual invoices/credit notes as and when necessary, dealing with queries, monitoring the sales ledger and chasing debts as necessary.
3. Assist in the reconciliation of bank accounts.
4. To maintain, update and process regular income receipts and expenditure payments.
5. To complete all routine tasks in a timely manner to enable appropriate monitoring and reporting.
6. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.
7. To assist other members of the finance team as and when required.

## **General**

8. To adhere to all relevant policies with particular reference to staffing, equality and health and safety.
9. To undertake appropriate training and personal development as required for the role

10. To portray a positive image of the organization both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
11. All staff have an individual responsibility to comply with the organisation's policies and practices.
12. This job description will be reviewed annually in line with appraisals.

Employee Signature.....

Date.....

*Please print name* .....

## Person Specification: Finance Assistant

	Essential	Desirable	Tested At
<b>Qualifications</b>			
GCSE Grades A-C / 9-4 or equivalent in English and math	✓		A
Part AAT qualified or any CCAB qualification (or equivalent substantial experience)		✓	A
<b>Knowledge and Experience</b>			
Experience in a similar financial role		✓	A
Knowledge of purchase ledger processes	✓		I
Knowledge of sales ledger processes		✓	I
<b>Skills and Abilities</b>			
Highly developed Excel skills	✓		A
Ability to work with different financial systems	✓		A / I
Team focussed approach	✓		I
Ability to prioritise workload and achieve targets with tight deadlines and with minimum	✓		I
Attention to Detail	✓		A / I
Excellent interpersonal skills	✓		A / I
<b>Personal Qualities</b>			
Motivated and flexible individual	✓		A / I
Committed and willing to learn	✓		A / I

Key: **A** = Application Form      **I** = Interview Process