JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Accounts Assistant
Reporting to (Job Title):	Finance Manager
Grade	5 £13.26 per hour
Hours of Work:	Up to 30 Hours per week (Monday to Friday)
Place of Work:	Venton Centre, York Road, Northampton
Purpose of Role: **Qualifications /experience required**	To provide efficient and accurate financial administration support to the Finance team, ensuring all financial transactions are processed in a timely manner and financial records are maintained to a high standard. The Accounts Assistant will support the purchase ledger, sales ledger, bank reconciliations, month-end activities and general finance administration to help ensure the smooth running of the finance function. To be an active member of the finance team providing a pro- active added value finance function to the organisation. **Essential** • AAT qualified or currently studying towards an AAT qualification. • Previous experience in an Accounts Assistant, Finance Assistant, Purchase Ledger or similar finance role. • Good understanding of basic accounting principles and double-entry bookkeeping. • Experience processing high volumes of financial transactions accurately. • Confident using Excel to maintain spreadsheets, apply formulas, use pivot tables, sort and filter data, and support reconciliations. • Excellent attention to detail and organisational skills. • Strong communication skills, both written and verbal. • Ability to prioritise workloads and meet deadlines. **Desirable** • Experience using accounting software such as Xero • Experience of working within a charity, education, healthcare or commercial environment.
Main Tasks:	**Sales Ledger** • Raise customer invoices and credit notes • Allocate customer receipts and maintain accurate debtor records. • Assist with credit control activities where required. • Resolve customer account queries promptly. **Cash and Bank** • Prepare cash and cheques for banking incl posting on xero • Process bank transactions and cash receipts. • Perform regular bank reconciliations. • Investigate and resolve unreconciled items.

	• Support the direct debits process. Including set up of new clients and processing collections. • Maintain petty cash float **Purchase Ledger Cover** • Process supplier invoices accurately and in a timely manner. • Resolve invoice queries with suppliers and internal departments. • Prepare supplier payment runs and maintain supplier records. • Reconcile supplier statements and investigate discrepancies. **Month-End Support** • Assist with month-end close activities. • Prepare account reconciliations and supporting schedules. • Support budget holders with financial information requests. • Balancing of control accounts to ensure accuracy of processing. **General Finance Administration** • Support the preparation of records used for client invoicing and payroll. • Liase with clients on an adhoc basis to resolve any queries. • Maintain accurate accounting records and filing systems. • Assist with audit requests and provide supporting documentation. • Support the preparation of management accounts and financial reports. • Process employee expense claims and company credit card transactions. • Ensure compliance with internal financial controls and procedures. • Maintain the confidentiality and security of financial, employee and client information, following organisational policies and data protection procedures • Investigate discrepancies and escalate unresolved queries or unusual transactions promptly to the Finance Manager. • Provide administrative support to the wider Finance team as required. • Provide holiday cover for the payment process of staff expenses through the purchase ledger. • Provide cover for other finance department positions for holiday /as required. • To undertake any other relevant duties within the overall scope of this post as may be requested by the charity.

The tasks and responsibilities shown above are not exhaustive, and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review, and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.