

# **JOB DESCRIPTION**

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1. **IDENTIFICATION OF JOB**

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**JOB TITLE** : Finance Assistant

**POST NUMBER :** 39

**FUNCTION :** Financial Administration

**RESPONSIBLE TO :** Finance Manager

**IMPORTANT WORKING
RELATIONSHIPS :** Deputy Finance Manager, other Finance Assistant(s)

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1. **OVERALL PURPOSE OF JOB**

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* **Assist the Finance Manager (FM) & Deputy (DFM)**
* **Maintenance of CWT and CEC accounts ledgers**
* **Data entry into accounting records, reconciliations, petty cash**

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1. **MAIN RESPONSIBILITIES**

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Tasks relate to both the Trust (CWT) and its Consultancy (CEC).

1. Input to the accounting system (Sage) of all types of transactions in accordance with good accounting practice. This includes:
	1. Purchase invoices – Suppliers.
	2. Sales invoices – Clients.
	3. Cash receipts, sales receipts and bank receipts.
	4. Make cheque payments to suppliers.
	5. Prepare payment runs to suppliers for direct payment.
	6. Maintain and balance Petty Cash on a monthly basis.
	7. Prepare cash floats for events and reconcile after events.
2. Maintain and update Client and Supplier register as held within the accounting system.
3. Reconcile bank statements on a weekly basis for CWT & CEC.
4. Reconcile credit card statements to records and chase up missing transactions with staff to ensure all transactions are authorised and allocated.
5. Prepare banking and take to bank as necessary.
6. Follow-up accounts overdue for payment, by way of letter, phone and as a last resort instigate debt recovery procedures. Potential for telephone abuse – and this has occurred on one occasion.
7. Train and support reception staff in data entry – reviewing their work for accuracy on any unusual transactions.
8. Liaise with customers and suppliers on accounts disputes or differences, and with other staff members of the Trust about invoiced, payments etc.
9. Assist the FM with maintenance of the asset register and reconciliation of same to accounting records.
10. Complete the monthly and quarterly tasks to ensure integrity of systems as recommended by auditors.
11. Back up second payroll officer if a FM / DFM is on leave. Every payroll needs a preparer and a checker.
12. Operate the CWT/CEC petty cash – ensuring processes of authorisation and coding operate properly.
13. Filing of invoices and records into appropriate folders.
14. Preparation of evidence for grant claims.
15. Ad-hoc support to the rest of the Finance Team and the Trust as necessary.

**Health and safety**

* Abide by H&S policies of the Trust.
* Take part in appropriate H&S training.

**Other**

* In order for the organisation to work effectively you may be required to assist with other areas of work and therefore should be prepared to undertake duties appropriate to the post, as delegated by your line manager.
* All staff are required to abide by organisational policies and procedures.

# **PERSON SPECIFICATION**

**JOB TITLE : Finance Assistant**

**POST NUMBER : 39**

This section details the experience, skills, knowledge and personal qualities required for the post.

(E) = Essential (D) = Desirable

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**Area A EXPERIENCE**

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* **Understand charity accounting and its obligations (D)**
* **Sage 50 Accounts Professional (D)**

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**Area B KNOWLEDGE**

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* **Knowledge of Sage 50 Accounts Professional (D)**

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**Area C SKILLS**

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* **Manage own work programme with limited support (E)**
* **Ability to liaise with and speak clearly and confidently to colleagues (E)**
* **Ability to prepare concise, effective reports and letters (E)**
* **Computer literate (E)**

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**Area D PERSONAL QUALITIES**

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* **Ability to work on own initiative with minimal support, and to set own work plans and priorities. (E)**
* **Ability to work flexible hours if required. (D)**
* **Ability to work as part of a team. (E)**
* **Effective communicator. (E)**
* **Enthusiastic, professional attitude. (E)**
* **Friendly personality. (E)**
* **Commitment to environmental conservation and sustainability issues. (D)**