



Job Description

Section 1 - Description

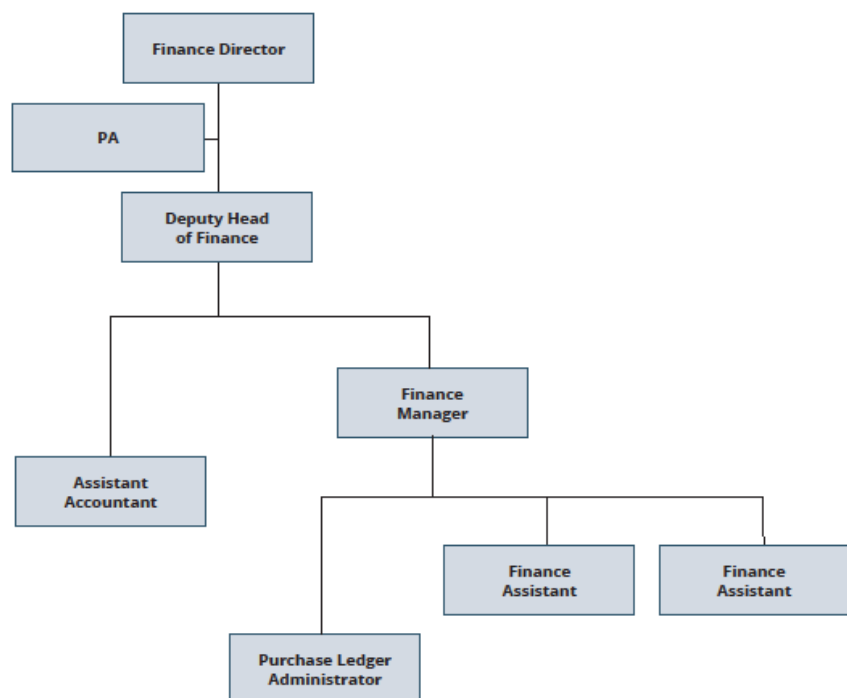
Job Title: Finance Assistant
Location: Finance
Reports to: Finance Manager
Salary: Grade 3
Date: October 2021

Section 2 - Job Purpose

The Finance Assistant is responsible to the Finance Manager for processing of financial transactions, reconciling the cashbook and other Balance Sheet and Income & Expenditure accounts, credit control, responding to and triaging queries made to the finance department, and liaising with the wider College team and external customers and suppliers.

The Finance Assistant will work across both College and 1599 Limited.

Section 3 - Organisation Chart





Section 4 – Job Dimensions

- Process and reconcile the majority of bank and sales transactions in College, and the same plus purchase transactions in 1599 Limited
- Liaise across all College teams, ensuring transactions are processed correctly and are reported accurately. Resolve any errors, liaising with the relevant teams to ensure corrections made were accurate. Liaise with Finance Manager to ensure corrections were processed correctly if necessary.
- Liaise with external customers and suppliers. Conducting credit control, dealing with invoice queries, etc. No decisions such as offering customer discounts for early payment should be taken without the authority of a more senior manager.

Section 5 - Main Responsibilities and Role

- Bank transaction posting
- Bank reconciliations on at least a weekly basis
- Process credit card income received in accounting software and reconcile to CRM
- Direct debit collection processing and management
- Issue approved Sales Invoices for College and 1599 Limited
- Credit Control for College and 1599 Limited by calling suppliers to progress invoices
- 1599 Limited purchase ledger management
- Petty cash posting and reconciliation. If unable to reconcile, the matter should be escalated to the Line Manager
- Manage petty cash advances including foreign currency and float top ups
- Credit card expense processing and reconciliation. If unable to reconcile, the matter should be escalated to the Line Manager
- Reconcile Balance Sheet and Income & Expenditure accounts as required
- Manage finance email inboxes, including responding to basic questions within role and twice daily sorting to all subfolders
- Process cheque receipts in Business Central and CRM
- Collect and distribute post daily, including liaising with reception when working remotely
- Deposit cheque receipts on at least a weekly basis
- Assist with the preparation of the annual audit file and support audit field work as required
- Cover College Purchase Ledger administration when Purchase Ledger Administrator is on annual leave
- Assist in the training of members of other teams in processing Purchase Orders, Sales Orders, expense claims, etc
- Assist in the development and improvement of systems and processes
- Other tasks as required

Section 6 - Planning and Organisation

- The post-holder will be required to effectively manage a varied workload and plan weekly and monthly cycles, ensuring multiple deadlines are met.
- The ability to combine the delivery of regular tasks and the ad hoc resolution of internal and external queries is essential to this role.



Section 7 - Decision Making

The post-holder will work within defined processes, systems and timelines. They will have the confidence to work independently within these structures and the ability to identify the areas which require the assistance of colleagues or their line manager.

Section 8 - Knowledge, Experience and Skill Set Required

Essential

- A comprehensive and practical understanding of double entry bookkeeping
- Experience managing all or most of the following: bank reconciliation, sales ledger, purchase ledger, and general ledger
- Basic or intermediate MS Excel skills
- Experience of working with computerised accounting systems
- The ability to communicate with and build relationships with both non-financial staff members and external suppliers and customers

Desirable

- Basic MS Word skills
- Experience developing and improving processes and systems
- Credit control
- Direct Debit processing and management