**Role Profile**

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| **Job title:** Finance Assistant – Payables (1) |
| **Department:** Finance |
| **Reports to:** Accountant |
| **Staff responsibility:** None |

**Organisational Structure**

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| Head of Finance |

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| Finance Manager |

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| Accountant |

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| Finance Assistant |

**Job Purpose**

To provide a day-to-day financial accounting and administration service to ensure the proper management of the Association.

**Key Accountabilities**

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| * To process purchase ledger invoices and co-ordinate the authorisation of expenditure for the group. * Ensure invoice coding is accurate and that VAT has been applied correctly. * To process and manage supplier payment BACS runs in line with agreed payment terms and cashflow projections for the group. * Liaise with suppliers for all enquires. * To reconcile supplier statements on a monthly basis. * To provide support and advice on purchase order and electronic authorisation procedure. * Manage and maintain utility contracts for energy supplies. * Actively manage all supplier accounts to ensure the purchase ledger is accurate and up to date. * Responsible for the set up of new supplier accounts in line with group policy. * Processing and payment of employee expenses. * Administration support for the property management service. * Processing ad-hoc payments. * To provide a high level of customer service when dealing with internal and external customers * To comply with the Association’s Health & Safety Policy and Procedures * To carry out any other reasonable tasks as required * To carry out the role using the core values of the organisation as guidance |
| * To achieve all targets outlined in the Finance Team’s Service Level Plan |
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**Person Specification**

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| **Education** |
| * Strong numerical skills * Good knowledge of IT applications – Microsoft Excel and Word |
| **Experience** |
| **Essential:**   * HNC in Accounting or at least 2yrs relevant experience * Strong numerical skills * Good knowledge of IT applications in particular Microsoft Office * Strong communication skills – both written and verbal * Close attention to detail * Good reasoning skills   **Desirable:**   * Membership of or willing to training towards AAT or HNC accounting qualification |
| **Knowledge** |
| * Previous experience in a Finance Department |
| **Skills and Abilities** |
| * **Customer Service** – Works with staff to understand their needs, and to address those needs appropriately, in a timely manner * **Numerical Expertise -** Demonstrates solid numerical understanding and logical approach. * **Teamwork –** Works collaboratively with others; promotes a positive climate, good morale and co-operation between team members * **Communication –** Presents verbal and written information, ideas and questions in a clear and understandable manner; responds appropriately to others. * **Results Orientation –** Works to achieve performance standards, expectations and desired outcomes   We will strive to achieve greater value for money in all you do.   * **Personal Effectiveness -** Knows own strengths and areas for development; demonstrates time management and personal organisation, commitment to learning, ability to use healthy coping strategies in working through change and transition. |
| **Personal Qualities** |
| * Adaptability * Compliance to policies and procedures * Flexibility * Learning ability * Communication * Ability to prioritise * Teamwork * Motivated * Numerical Reasoning |

**Core Competencies**

* Put our customers first
* Strive for excellence
* Be accountable
* Think and act as ‘one team’
* Demonstrate respect
* Achieve work/life balance