**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
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| * 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
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| **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
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| **Knowledge** |
| * Previous experience in a Finance Department
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| **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.
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| **Personal Qualities** |
| * Adaptability
* Compliance to policies and procedures
* Flexibility
* Learning ability
* Communication
* Ability to prioritise
* Teamwork
* Motivated
* Numerical Reasoning
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**Core Competencies**

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