



Job Description Finance Assistant

Specific Attributes:

Each job role requires specific attributes. These are characteristics and describe the **type** of person required to fulfil the Finance Assistant role. You will need to **demonstrate** all of these attributes.

Motivated	Observant
Multi-tasking high volume workloads	Focused – Customer and Business
Calm under pressure	Logical
Analytical	Effectively respond to changing priorities
Methodical	Maintain concentration levels whilst coping with frequent interruptions
Confident and responsible	

Skills:

Each job role requires specific skills. These are defined as the **abilities** and the **expertise** required to fulfil your role. You will need to demonstrate these skills throughout your job role.

Build and maintain working relationships	Diligent
Attention to detail	Hardworking
Confident Numeracy	Proactive
Administrative and IT literate	Team Working
Communication (spoken and written)	Honesty and discretion
Adhere to deadlines	Analyse figures and solve problems

FINANCE ASSISTANT JOB MISSION, RESPONSIBILITIES AND DUTIES

Mission

To effectively create, maintain and monitor accurate financial accounts across the entire ledger range. Working to strict deadlines to effectively input and process a range of invoices, payments, statements and all other finance related articles. Work with and support other team members in day to day activities and actively promote team working and relationships for the wider business; support and demonstrate the company visions and values.

Responsibilities & Duties:

- Raising customer invoices and credit notes on an on-going daily/weekly/monthly basis
- Effectively dealing with customer invoice/payment queries, assisting in their prompt resolution
- Processing customer payments; to include BACS, cheques and cash
- Liaising with customer services in relation to creation and maintenance of customer accounts
- Compiling and distributing staff commission reports on a weekly/monthly basis
- Processing supplier invoices and credit notes onto the ledger
- Effectively dealing with supplier invoice/statement/payment queries, assisting in their prompt resolution
- Suggesting, preparing and executing supplier payments on a monthly/as required basis; to include BACS and cheques
- Reconciling supplier accounts on a regular basis, dealing with any abnormalities as they arise
- Completing supplier application forms, creating and maintaining supplier accounts
- Issuing, recording and maintaining Petty Cash account
- Reconciling appropriate bank statements and ledger accounts on a daily/weekly/monthly basis
- Processing, monitoring and maintaining company vehicle records on a regular basis
- Preparing reports and other financial information as requested or in-line with department schedules; either for colleagues or relevant third parties
- Preparing and checking fixed asset balances along with other monthly and yearly accounts
- Assisting in the completion of quarterly VAT Returns
- Assisting in the completion of financial Month-Ends and Year Ends
- Effectively prioritise daily workload to achieve productive results and meet company deadlines
- *Preparing wages and processing expenses and mileage claims
- Confidently and positively responding to colleague requests for assistance or enquiries
- Adhering to and assisting with the development of processes to ensure the successful running of the department and wider business
- Provide suggestions for improvement of practices within the Company

** May not form part of every assistant's remit due to confidentiality of information*

Key Performance Indicators:

- Consistently and accurately process high volumes of customer and/or supplier invoicing
- Positively respond to interruptions, offering assistance when required
- Courteously deal with queries and ensure prompt solution and follow-up actions

- Effectively manipulate company systems to ensure correct and timely completion of duties
- Consistently and effectively meeting company set targets
- Exhibiting values, skills and attributes as listed earlier

During your employment you must adhere to all Health and Safety guidelines at all times which are stipulated in the Company Handbook.

This is not a comprehensive list of tasks and you may be required to undertake other tasks deemed “suitable” by the Finance Team Manager or Financial Controller, these tasks will not be incompatible with your job description or contractual requirements and will be implemented after formal discussion with the Finance Team Manager, Financial Controller or HR Manager.