



## Role Profile

<b>JOB TITLE:</b>	<b>Finance Assistant</b>
<b>REPORTS TO:</b>	<b>Financial Accountant</b>
<b>DEPARTMENT:</b>	<b>Finance</b>
<b>LIAISON WITH:</b>	<b>All departments, but especially Sales, Purchasing, and Customer services</b>

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### 1. MAIN PURPOSE OF ROLE

- Assist Accounts Payable with maintenance of the ledgers.
  - Assist Accounts Receivable with maintenance of the ledgers.
  - Cashiering, petty cash, maintain and update multi-currency cashbooks.
  - Maintain and update financial records.
  - Provide the Finance team with appropriate finance and administrative support.
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### 2. KEY ACCOUNTABILITIES

- Assist Purchase Ledger – matching invoices to GRN's, posting purchase invoices, making and allocating payments, and releasing purchase invoices.
- Processing of credit cards, expenses and petty cash claims.
- Assist Credit Control – releasing orders, allocating cash, resolving customer queries.
- Maintain multi-currency company cash books, including bank reconciliations, processing daily transactions on the Cash Management module.
- Maintenance of the fixed asset register.
- Analysis of key overhead expenses on a monthly basis.
- Take part in appropriate training and staff development courses.
- Process and resolve general enquiries to the Finance department in an efficient and helpful manner.
- Assist the Finance team with monthly accounting, cash reporting and other ad hoc requirements.
- Involvement/input into regular team meetings.

#### Other Responsibilities

- Assist with system testing
  - Contribute to the development, implementation and review of procedures to maintain financial records.
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### **3. KEY COMPETENCIES / ATTRIBUTES**

- GCSE English and Maths, preferably grades A-C, or equivalent.
- Excellent numeracy skills.
- Good computer skills, especially Microsoft office.
- Excellent communication and interpersonal skills.
- Excellent telephone manner.
- An ability to work quickly and accurately.
- Flexibility to work across many varied tasks.
- An ability to work to deadlines.
- Respect for the confidentiality and accuracy of records at all times.
- A professional approach to work and customers.
- Honesty and integrity.
- A willingness to learn.
- Enthusiastic and proactive

Working closely with the Financial Accountant, you will provide finance support across the finance team. This role is ideal for anyone currently studying for the AAT qualification in which full study support is available for the right candidate, giving the successful candidate experience in all aspects of finance.

This is a great company who have developed an excellent culture within the business. The successful candidate will have recent experience within a finance role and ideally have started the AAT. Applicants must also have a friendly, hard-working attitude and be able to work as part of a team.