

**JOB DESCRIPTION**

Job Title: Finance Assistant (Sales & Bank)

Accountable To: Management Accountant/ Finance Manager

Summary of Post: Processing of financial transactions in an efficient, accurate and effective manner and supporting the overall finance function with all aspects of the operational requirements of the business.

**Duties and Responsibilities:**

1. To work with the Finance Manager to process financial transactions and support the work of the Finance Department.
2. Ensure the efficient and effective maintenance of the Guild's sales ledger processes including releasing sales invoices/credit notes, opening new accounts, investigating ledger discrepancies, general housekeeping of the ledger and liaising with internal stakeholders and customers.
3. Review Aged Debtors analysis on a periodic basis and maintain credit control in accordance with the organizations terms and policies. Where necessary instruct debt recovery on problematic debtors.
4. Carry out bank reconciliations for all Guild bank accounts, investigating any unusual items and preparing them for review by the Management Accountant.
5. Ensure the efficient and effective processing/posting of all transactions associated with the bank reconciliation function, including period end close down.
6. Support the Cash and Payments Assistant with daily banking duties as required and assist on a daily basis with posting of cash sheets, MSL website postings and daily Focal-Point payments.
7. Support the Cash and Payments Assistant with allocated student groups, dealing with any queries, processing Focal-Point payments and any postings required.
8. Support the overall delivery of the Finance Department, and where necessary, support the Purchase Ledger function in times of absence with compiling BACS payments runs and making ad-hoc payments as and when required.
9. Assist in Period End activities as directed by the Management Accountant including preparation of accruals, prepayments, deferrals and recharge journals; and provide support with preparation of annual budget and reforecast templates and data to upload into the Access Dimensions Finance application.
10. Assist with finance projects such as the continuous improvements and functionality of systems and processes.

11. Continually look to identify areas for improvement and develop processes that will enhance the level of service offered to stakeholders.
12. Adhere to all relevant Guild policy with particular reference to staffing, health and safety, environmental and any relevant Policy where it may impact upon your role
13. Undertake appropriate training and personal development as required for the role.
14. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
15. Participate as a member of the Finance Department and wider Guild team.
16. Support the work of the Finance Department, where necessary, in the event of sickness, holiday cover or other exceptional circumstances.
17. Undertake other such duties as may reasonably be requested, consistent with the nature and grade of the post.

September 2019

**Person Specification: Finance Assistant (Sales & Bank)**

	You must be able to demonstrate in your application that you have;	Essential	Desirable
	<b>QUALIFICATIONS</b>		
1	Good general education to A level standard, typically including Math's and English at least to GCSE C or equivalent	✓	
2	Computer literate including standard Microsoft packages	✓	
	<b>KNOWLEDGE AND EXPERIENCE</b>		
3	Relevant skills & experience in a finance department or demonstrable transferable skills	✓	
4	Knowledge of confidentiality and impact upon role	✓	
5	Experience of developing and managing relationships with stakeholders to deliver objectives	✓	
6	Experience of customer care and service for both external and internal customers	✓	
7	Experience of creating and maintaining admin systems		✓
8	Experience of using finance software applications		✓
	<b>SKILLS AND ABILITIES</b>		
9	Ability to present information clearly and concisely in writing or verbally, with excellent written and spoken English	✓	
10	Ability to establish strong working relationships with a wide range of individuals both within and outside the Guild, to include the University, students, staff,	✓	
11	Information gathering and/or research skills, for example acquiring knowledge	✓	
12	Ability to work using own initiative across multiple tasks	✓	
13	Computer literacy - standard office software including spreadsheets and keyboard skills. (Use of web based systems would be advantageous)	✓	
	<b>PERSONAL QUALITIES</b>		
14	Understanding of and a commitment to Equality of Opportunity	✓	
15	Team focused approach	✓	
16	Self-motivated	✓	
17	Flexible	✓	
18	Committed to continuously improving service delivery	✓	
19	Customer focus	✓	
20	Persistent & able to persuade others to meet your deadlines	✓	
21	Attention to detail and accuracy	✓	