

ROLE PROFILE

| | |
|---------------------|------------------------------|
| JOB TITLE | FINANCE ASSISTANT |
| DEPARTMENT | FINANCE |
| REPORTING TO | MANAGEMENT ACCOUNTANT |

JOB PURPOSE

To contribute to the effective delivery of the Society's finance function, including daily and monthly routines and maintaining controls within the finance department.

KEY RESPONSIBILITIES

- Deliver a range of duties on a daily basis, to include administration of daily control reconciliations, bank recs, setting up of bank payments, and recording of accounting entries.
- Produce and process supplier payments and manage spreadsheets of management expenses.
- Provide treasury back office support, including preparation of confirmations.
- Support Management Accountant in delivering month end finance processes.
- Assistance on matters of regulatory reporting and financial accounting as required.
- To provide a high standard of customer service at all times, including liaison with other departments and customers as required.
- To work with other members of the finance team and adhere to policy and procedural guidelines.
- To respond positively to guidance and direction given to meet the requirements of the role.
- To build a range of knowledge relevant to the Finance function.
- Develop understanding of finance processes and procedures.
- Ensure on-line training is completed as required.
- To follow and update (as appropriate) procedures and policies for the function.
- To contribute to projects and undertake any other duties that may be regarded as within the responsibility of the job role.

KNOWLEDGE AND EXPERIENCE

- Finance and administrative experience preferred
- Ability and willingness to learn
- AAT studier preferred

SKILLS AND COMPETENCIES

- Diligent and accurate
- Strong communication skills both written and verbal
- Organised with ability to effectively prioritise tasks and to work effectively under pressure
- Able to work independently and as part of a team
- Can-do attitude
- Positive and professional attitude
- Awareness of relevant regulatory requirements

OTHER INFORMATION

- Study support available
- Flexible working scheme
- Performance related Bonuses
- Pension scheme
- Opportunity to develop and learn within the finance department.