



Job title	Finance Assistant
Reports to	Finance Manager
Responsible for	N/A
Location	Head Office, 90 Beech Avenue, New Basford, NG7 7LW
Hours	20 per week 9.00 – 13.00 Monday to Friday
Salary	£17,711 to £18,955 per annum (full-time equivalent) Scale 3

Purpose

To ensure an effective and efficient income processing including rental income system and payment processing is maintained. To assist and provide cover for the Finance assistant in ensuring that the day to day transaction (mainly rent accounting and Purchase ledger) processing is carried out within the association.

Disclaimer

Any job description provided to you by the organisation will not form part of your contract of employment unless specified otherwise. This job description details the major aspects associated with the post. It is not intended to cover every feature of the role in detail. The responsibilities of the role may develop over time and in your day-to-day work you are expected to undertake any reasonable duty as requested by your line manager, or in their absence, a senior officer of the Association. If you consider that your role is significantly different to that which is outlined in this document; you are encouraged to discuss this with your line manager.

Duties and responsibilities

1. Operational Responsibility

- Ensure adherence with financial policies and procedures, working with other departmental managers to improve compliance.
- Develop and improve financial procedures where necessary.

2. Purchase Ledger System

- To ensure that all invoices passed to the Finance Department for payment are correctly coded, authorised, and input onto the Purchase Ledger system.



- To assist and provide cover, preparing remittance advices, BACS / cheques for payment of invoices by the due date as required.
- To file invoices systematically.
- To respond to queries from suppliers.
- To check the accuracy of all payments and payment claims.

3. Sales Ledger

- To process sales invoices and credit notes accurately.
- To maintain the sales ledger, to chase up outstanding sales invoices.
- To respond to queries relating to sales invoices.
- Prepare monthly sales ledger reconciliations.

4. Rent Accounting

- Undertake daily data entry to the Association's rent accounting system from the Allpay portal and ensure that rent payments are posted to the system accurately.
- In the absence of the finance assistant, ensure that all tenant rent receipts are updated within 24 hours of receiving them.
- Assist finance assistant to deal with rent queries.
- Administer and file the relevant documents.
- Memo accounts – enter outstanding sundry amounts onto SDM raising appropriate invoice requisition for charging to tenants. Enter any payments made by tenant onto SDM and chasing any outstanding invoices.

5. Banking and Cashbook

- Prepare the weekly banking for the association.
- To administer the use of Petty Cash on the Imprest system and to maintain the Petty Cash book in accordance with the financial regulations and ensure that all relevant vouchers and backing documents substantiating payments are received. Also to check the accuracy of expense returns from schemes, staff and members.

6. Nominal Ledger and financial reporting

- To assist in the preparation of journals, post petty cash to the Nominal Ledger, and to reconcile balances.
- To assist in the production of financial reporting as required.

7. General

- To ensure that, at all times, the Association's financial regulations are upheld.



- To undertake general administration duties as requested.
- To identify and regularly review procedures relating to tasks associated to the job.
- To carry out any reasonable task as directed by the Finance manager and Director of Resources and Risk.
- Creating ad-hoc spreadsheets using Excel.
- Identify risks within the department and assist in the Management of the risk register for the Financial services department.

Person Specification

Requirements	Essential	Desirable
Education		AAT - Association of Accounting Technicians- Qualified or part qualified.
Knowledge	Knowledge of computerised accounting systems and spreadsheet applications.	Knowledge of administrative procedures. Knowledge of Purchase and Sales ledgers.
Experience required	Detailed experience on all aspects of managing a purchase ledger. Experience of accurate and high speed data input.	Experience of Cash handling.
Skills and aptitudes required	Organising and prioritising own workload. Good literacy and numeracy. Data entry and retrieval from computerized systems. Ability to use spreadsheets. Good oral and written communication skills. Communicate effectively with internal and external customers on the telephone and face-to-face.	



Personal qualities required	Commitment to and understanding of Equal Opportunities in service provision. Team working. Ability to work under pressure.	
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Approved by:	Jane Cox, Finance Manager
Date approved:	18/01/2019