



Job Profile

JOB TITLE:
Finance Assistant

REPORTS TO:
Finance Accountant

JOB PURPOSE:

The role will be responsible for ensuring finance transactions are processed accurately and on a timely basis. The role will take joint responsibility for the Ledgers. The role will support the Finance Officers with month-end close, support audits, finance reporting and issue of management accounts. The role will also support the implementation of new Purchase requisition process, finance systems and processes.

DIMENSIONS:

- Direct Reports: None
- Budgets managed: zero
- Financial targets: zero
- KPIs: in line with Finance procedures and/or policies e.g month-end deadlines and responding to emails into the Finance mailboxes.

INTERNAL AND EXTERNAL CONTACTS:

Internal: All Staff for the purpose of finance processes e.g. invoices, expense claims, purchase requisitions and general finance queries

External: Customer contacts and supplier contacts for the purpose of processing invoices

OVERALL ACCOUNTABILITIES:

Finance Inbox: Managing the Finance Inbox, responding to all items effectively and on a timely basis (within 48 hours); actioning emails and where necessary forwarding emails on to the relevant persons.

Purchase requisition inbox – assisting Finance officers with managing the inbox by responding to queries, re-directing emails to relevant persons.

Purchase Ledger: Making sure that the Purchase Ledger is kept to date and supporting good relations with Suppliers.

Requisition register – assisting Finance officers with updating the information on the register.

Purchase orders – assisting with raising Purchase orders on QuickBooks after a purchase requisition has been approved and added to the Purchase Requisition register.

Expense claims: Being responsible for checking all incoming staff expense claims to ensure they are within GamCare Expense policy, all supporting documentation is provided and all expense are recorded on the finance system (currently Quickbooks) in a timely manner.

Credit Card expenses: Processing credit card transactions and assisting Senior Finance Officer with credit card related queries. Assisting Senior Finance Officer with recording all credit card transactions as well as monthly reconciliations.

Finance accounting, reporting & audits.

- Supporting period-end close to agreed deadlines and preparing and posting of relevant journals to the accounting system to meet reporting requirements.
- Supporting audits and reporting to agreed deadlines as and when required, including the annual external audit.

Finance Control & Compliance

- Performing all finance tasks in compliance with Gamcare's policy and procedures and statutory requirements
- Contributing to defining and improving policy and procedures to ensure good financial control and compliance.
- Supporting month-end balance sheet reconciliations as needed

Person Specification – Essential Criteria

- Experience of undertaking finance tasks including posting purchase invoices, expense claims, raising sales invoices-
- Experience of working with finance policies and procedures to ensure compliance.
- Experience of using a computerised accounts package
- AAT active studier or qualified by experience.
- Experience in related double-entry book-keeping.

Other Criteria

Qualifications/ Knowledge

- Knowledge of VAT as it applied in Charities.
- Excellent IT skills including MS Outlook, Word, and Excel at intermediate level.

Experience

- Experience of managing a Finance Inbox
- Involvement in month-end close, transaction processing and undertaking bank and /or credit card reconciliations.
- Working in a fast-paced environment
- Experience in the Third Sector
- Experience of using QuickBooks accounts package

Skills

- Excellent communication skills and customer service skills
- Excellent organisational skills, including the ability to prioritise between competing tasks and deadlines.
- Self-motivated and management of own workload
- Excellent collaborative skills to work with the team to discharge team responsibilities.
- Good attention to detail

Circumstances

- Flexibility in working hours and location, as per contract of employment.

To be noted: This job description will be reviewed regularly. Any changes will be discussed with the post holder. This is not an exhaustive list of duties and responsibilities the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with your line manager.