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## JOB DESCRIPTION

# Post: Finance Assistant and Administration worker

**Responsible to:** Finance Manager

**Hours:**  28 hours per week

**Main Duties.**

1. To work in conjunction with Finance Manager maintaining financial records.
2. Assist in the processing of Sales invoices and ledgers onto Sage Accounts 50 system.
3. Assist in the maintenance of financial systems developing an efficient and effective filing system.
4. Assist in the maintaining of Purchase Order records integrating them into Purchase Ledger systems.
5. Assist with the appropriate financial computerised database of addresses, information.
6. Assist with the maintenance of petty cash.
7. Compile written reports when requested for the Finance Manager.
8. Bank reconciliations.
9. Purchase Ledger: Daily processing of all supplier invoices to include preparing Requisitions for Approval, sending for approval and when received combining documents to the correct standard for evidencing.

1. Entering to SAGE and the Fund Spreadsheets some invoices which are received in paper format and others have to be downloaded from logging into the various online accounts.
2. On a weekly basis preparing a submission of invoices for the approval of CEO/Manager, saving authorisation and emails in Authorisation, thereafter, entering to SAGE and the Fund Spreadsheets.
3. Receiving and checking expenses claims converting to PDF documents and combining with receipts and requisitions where appropriate, sending for authorization, when authorization is received processing to SAGE and Fund Spreadsheets.
4. At the end of each month going through the bank statement and entering all supplier payments which have been processed through the bank to SAGE. Investigating any anomalies and requesting and dealing with any possible missing evidence.
5. Checking Petty Cash expenditure for the various Petty Cash Funds and entering to SAGE and the Fund Spreadsheets. Replenishing Petty Cash Floats, at the same time checking balances are correct and all necessary Requisitions have been completed. Preparing Petty Cash Reports in SAGE and saving with all Petty Cash Requisitions and PDF copies of Petty Cash to SharePoint. Maintaining a file with all original documentation in the finance department for inspection if required.
6. Assisting in the signature to service user agreements when required and also with the authority of the Finance Manager making purchases for the items needed. For financial assistance on a service user funding Agreement facilitating the collection of the cash by the service user. Making sure all Agreements are completed and signed correctly by all parties. Maintaining a file of original documents and evidencing to Supplier Invoices.
7. After receiving authorisation from the Finance Manager assisting in the purchase of stationery and items required for the office from Amazon or the most cost-efficient Supplier after investigation when purchases need to be made.
8. Receiving the weekly Housing Benefit Register and completing with the rent and service charge calculations, thereafter, entering to the Sales Spreadsheet and then into Customers in SAGE.
9. Assisting with the processing of Payroll related items as and when required. On a monthly basis working with the Finance Manager to make sure all overtime, additions and deductions are processed correctly, checking salary information sheet to payroll working sheets. Thereafter checking pay slips to prepared reports.
10. Taking part in Finance Inductions and covering the vehicle document exhibition criteria and Expense Claim procedure. Receiving copy MOT, Insurance and Driving License documents and adding to the Vehicle Spreadsheet in Vehicles on the Finance Drive thereafter entering the Insurance and MOT information into the Atlas employee records. Updating the details on the Vehicle Spreadsheet and Atlas as and when needed
11. Generally assisting the Finance Manager in any aspect of the Finance Department functioning as and when required.
12. Maintaining cover for the Receptionist when she is out of the Amber office or is unable to take incoming calls or allow visitors access to the building or she is on another call.

**General Duties.**

1. Operate always within Threshold’s policies and procedures especially those relating to Finance, Equal Opportunities and Confidentiality.
2. Undertake training as required.
3. Undertake supervision on a regular basis.
4. Participate in Team meetings.
5. Any other duties as may reasonably be requested.

**PERSON SPECIFICATION.**

# ESSENTIAL

1. Sound accounting or book-keeping experience
2. Knowledge of financial procedures to trial balance and bank reconciliation
3. Knowledge of sales and purchase ledgers
4. Use of Sage Accounts 50
5. Accurate work and attention to detail
6. Computer accounting skills on EXCEL
7. Word processing skills
8. Ability to administer Petty Cash procedures
9. To be able to work on own initiative
10. To be able to work within the financial team and organisational team
11. Communication skills

**DESIRABLE**

1. AAT qualification min Level 2 or studying to achieve AAT higher levels
2. Knowledge of financial regulations (SORP and Annual Returns)
3. Background of Charity finance
4. Background of having worked with European Funding.
5. Able to use a database
6. Methodical Worker
7. Flexible
8. Ability to respond to a variety of requests sometimes simultaneously.