

Job Description

Finance Assistant

Responsible to: Head of Finance

Responsible for: N/A

Overall Purpose:

To provide financial support within the Finance Team. To support the team in ensuring that appropriate financial and business transactions are properly accounted for and that systems are maintained accordingly.

The post is based in the Aberystwyth office with a minimum of 1 day at the Lampeter office.

Key Responsibilities – Functional

- To input documentation to the organisation's financial management systems ensuring that records maintained are accurate, timely and made in accordance with relevant legislation.
- To reconcile financial transactions such as bank and credit card reconciliations.
- To actively promote the efficient use of the FIDO e purchasing software across the organisation.
- Enter income into the relevant software system on a timely basis, ensuring accuracy and a full audit trail.
- To ensure that policies and practices are adhered to in line with current financial legislation, recognised best practice and appropriately to organisational needs.
- To produce and ensure the accuracy of a weekly BACS payment run and take ownership of the correct allocations of the purchase ledger.
- To create and input journals as necessary on a regular basis.
- To oversee and maintain effective relationships with suppliers and other stakeholders.
- To be a point of contact for staff from other departments regarding transaction questions.
- Record and maintain prepayments accurately.
- Contribute to the month end process, ensuring transactions are inputted in a timely manner.
- Actively participate in any audit inspections providing the necessary support and advice as appropriate.
- Producing financial information and reports when requested.

Key Responsibilities - Corporate

- To provide excellent customer service to all internal and external customers.
- To be a data protection champion, promoting best practice across the organisation.

- Ensure that you work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the association and its staff comply with all legal, statutory and regulatory requirements along with best practice.
- In all aspects of the association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
- To carry out such other duties and responsibilities as may reasonably be requested by the Head of Finance.

This job description is not intended to be an exhaustive list of procedures and tasks carried out by the post holder. In view of the changing demands of the Service, emanating from legislation, government initiatives, the duties may need to be reviewed and revised as deemed appropriate by the Finance

Personal Specification

Finance Assistant

All criteria are essential unless indicated otherwise.

Qualifications:

- AAT or equivalent
- Evidence of office/financial experience

Experience:

- Experience of financial transactions and accounts maintenance
- Providing a customer based service
- Achieving challenging targets and objectives
- Working with financial software

Knowledge:

- Good IT skills
- Sound numerical, reasoning and written communication skills
- Knowledge of the housing or other public sectors (Desirable)
- Ability to speak Welsh (Desirable)

Leadership and Management:

- Promotes equality and diversity in all aspects of employment and service delivery

Personal Qualities:

- Excellent verbal and written communicational skills
- Good attention to detail and accuracy when working
- Strong interpersonal relationship building skills
- Ability to work under pressure and to deadlines whilst achieving defined targets
- Organised and able to manage own workload
- Ability to understand, interpret and apply information