

Job Description:

Medra Finance Assistant

Responsible to: Accountant

Responsible for: No responsibility

Overall Purpose:

The post holder will support the team in ensuring that appropriate financial and business transactions are properly accounted for and that systems are maintained accordingly. You will mainly undertake day to day administrative and financial support for the finance element of Medra, but could be asked to cover for any appropriate administrative posts within Finance if requested.

The post holder will be based primarily in Lampeter, although may occasionally be required to work in any other Tai Ceredigion base from time to time, and will provide administrative and financial support within the Finance Team.

Key Responsibilities - Functional:

- Be a point of contact in dealing with Medra finance for telephone, post, and email from all contacts including Medra operatives and sub-contractors, suppliers, tenants, leaseholders, other organisations and staff.
- To input documentation to the organisation's financial management systems ensuring that records maintained are accurate, timely and made in accordance with relevant legislation.
- Input invoice data into spreadsheets and software packages as necessary, including the Housing database system, the servicing module as well as the in-house system called 'Open Contractor'.
- To check and input invoice data, ensuring its accuracy and authorisation enabling for the production of a weekly payment run.
- To reconcile financial transactions such as order and invoice reconciliations.
- Producing financial information and reports when requested.
- To ensure that policies and practices are adhered to in line with current financial legislation, recognised best practice and appropriately to organisational needs.
- Provide cover as required and assisting with billing and payment collection for work carried out by the Medra team.
- Contribute to the delivery of Administrative service by working effectively as a team player.
- Miscellaneous duties to include; photocopying, filing and general duties to support the

effective running of the Finance and Medra finance team.

- The post holder will sometimes be expected to work unsupervised and to be able to manage their own time efficiently and effectively.
- The post holder will be expected to adopt a flexible attitude to the duties which may be varied subject to the needs of Tai Ceredigion and in keeping with the general profile of the post and appropriate to the grade.

Key Responsibilities - Corporate:

- To provide excellent customer service to all internal and external customers.
- 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.
- To contribute to the continual development of the team and Tai Ceredigion as a whole.
- 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.

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 Accountant or Head of Finance.

Person Specification:

Medra Finance Assistant

All criteria are essential unless indicated otherwise

Qualifications:

- 5 GCSE's or equivalent including English or Welsh and Mathematics.
- Evidence of office / financial experience.
- Accountancy qualification (AAT) or equivalent through experience. **(Desirable)**

Experience:

- Experience of financial transactions and accounts maintenance.
- Previous experience of working with financial software.
- Achieving challenging targets and objectives.
- Providing a customer based service.
- Basic housing knowledge. **(Desirable)**

Knowledge/Skills:

- Good IT skills with proficiency in the use of the Microsoft Office package.
- Sound verbal, reasoning, numerical and written communication skills.
- Ability to learn quickly and use initiative.
- Strong organisational skills and methodical approach to work.
- Effective time management skills.
- Ability to speak Welsh. **(Desirable)**

Personal Qualities:

- Good attention to detail and accuracy when working.
- Capable of using own initiative, work unsupervised being organised and able to manage own workload.
- Ability to work under pressure and to deadlines whilst achieving defined targets.
- Strong interpersonal relationship building skills.
- Excellent verbal and written communication skills.
- Ability to understand, interpret and apply information.
- Adapt positively to change with flexible approach to the requirements of the job.