Job Description – Banking Assistant (PB6a)

Job summary

As part of the Banking Team, you will be responsible for reconciling all bank accounts for Forestry England and the Forestry Commission. In addition, you will provide support and advice to district teams, oversee PayPal payment processing and reconciliations, and manage Direct Debit payments to suppliers.

Key responsibilities & accountabilities

- Produce monthly bank reconciliations for all Forestry England and Forestry Commission bank accounts, ensuring accuracy and completeness.
- Identify, investigate and resolve unknown, unallocated or disputed cash transactions and other banking discrepancies.
- Prepare and process banking journals accurately and within agreed timescales.
- Complete regular bank reconciliations and maintain supporting documentation for all bank accounts.
- Maintain and update outstanding items schedules, ensuring timely follow-up and resolution of reconciling items.
- Provide advice and support to district teams on cashbook entries, banking transactions and related queries.
- Set up and administer supplier Direct Debits, ensuring appropriate authorisation and compliance with financial controls.
- Maintain Direct Debit records, spreadsheets and associated documentation.
- Set up and administer PayPal payment requests, ensuring appropriate authorisation is obtained.
- Complete monthly reconciliation of PayPal accounts and investigate any discrepancies.
- Maintain PayPal records, spreadsheets and associated documentation.
- Provide banking advice, guidance and support to colleagues, suppliers and other stakeholders.
- Contribute to the maintenance of effective financial controls, audit requirements and continuous improvement of banking processes.
- Assist with the processing, monitoring and reconciliation of banking transactions across a range of payment methods.

And any other tasks, reasonably requested by your line manager.

Skills, knowledge & experience

Essential professional and technical experience

- Competent IT user with experience in MS Office suite of applications, particularly Excel.
- Previous experience of working in a finance role.
- Good understanding of the purchase ledger, sales ledger and general ledger.
- Excellent communication and customer service skills, with the ability to provide advice and support to a wide range of stakeholders.
- Strong attention to detail with the ability to work accurately and meet deadlines.

Desirable professional and technical experience

- Working knowledge and experience of using core Forestry England systems such as e-Financials
- Experience of undertaking bank reconciliations and investigating discrepancies.
- Experience of administering Direct Debits, PayPal accounts or other banking/payment systems.

Qualifications

Essential

- GCSE in Maths and English or equivalent.

Desirable

- AAT Level 2 or Level 3 qualification (or equivalent) in Accounting, Finance or Bookkeeping.
- Working towards a recognised finance qualification (e.g. AAT).
- Relevant finance, accounting or business administration qualification.