

Job description - Finance Assistant (PB6b)

Job summary

You will help/support the finance team, completing a variety of administration work, using Microsoft Office applications and bespoke software to process and monitor financial information. You will liaise with members of the public, colleagues and contractors, collating information gathered.

Key responsibilities & accountabilities

- Process purchase/sales invoices and credit notes promptly and accurately.
- Identify queries if there is a problem with the invoice or purchase order and ensure these are resolved promptly.
- Reconcile supplier statements, obtaining copies of any missing invoices.
- Verify and process new supplier requests and any amendment requests, providing guidance as required.
- Monitor and manage the accounts mailbox, ensuring that supplier correspondence is dealt with professionally and on time.
- Ensure compliance is adhered to including VAT and guidance from national finance team.
- Assist in daily, weekly and monthly finance reporting and month-end procedures.

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

Location-Specific information (optional)

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Skills, knowledge & experience

Essential professional and technical experience

- Good numeracy, analytical and problem-solving skills.
- Good organisational ability and administrative skills.
- Good attention to detail, ability to spot errors in large data sets.
- Proficient in Microsoft Office applications including Outlook, Excel and Word.
- Ability to use finance and bookkeeping software and applications.

Desirable professional and technical experience

- Experience of operating in a fast-paced delivery environment.
- Ability to export, sort and filter data, and utilise basic formulae within Microsoft Excel.

Qualifications

Essential

- GCSEs in Maths and English or functional skills equivalent.
- AAT level 2 or willingness to study.

Desirable

- AAT level 3 or above.
- Other relevant academic or professional qualifications.