

Role: Finance Assistant

Department: Finance

Location: Head Office, Mansfield

Accountable to: Finance Manager

Function of role

The Finance Assistant reports into the Finance Manager and will support the finance team with purchase and sales ledger transactions, staff expenses, credit control and other ad hoc finance admin tasks.

Accountabilities

The Finance Assistant will be responsible for supporting the finance team with the following functions:

- Managing the purchase ledger by checking and entering supplier invoices
- Preparing weekly payment runs
- Managing petty cash accounts
- Processing staff expenses
- Manage the termly ordering process and other ad hoc purchases
- Support the monthly payrolls by validating data submitted by employees
- Entering monthly sales invoices
- Assist with Finance contracts and agreements
- Assisting with credit control, sending out customer letters and statements
- Answer the telephone, ensuring all enquiries are handled professionally
- General finance administration and other ad hoc duties

Performance indicators

Adherence to accountabilities and responsibilities

Compliance with organisation's policies and procedures

Performance as observed by colleagues and young people

Key values and ethos of organisation

Trust

Innovation

Achievement

Person Specification

Role Finance Assistant
Service Finance
Location Head Office, Mansfield
Accountable to Finance Manager

Knowledge	<u>Essential</u>	<u>Desirable</u>
Competent in the use of ICT	X	
Working knowledge of Microsoft Office package and Google	X	
Intermediate user of MS Excel, use of VLOOKUP and Pivot Tables		X
Understanding of basic accounting principles	X	
Experience		
At least one years experience of working within a finance office and a similar role	X	
Extensive experience within an administration role	X	
Experience in using Sage Accounting Software	X	
Experience in using Excel or Google Sheets	X	
Skills		
Ability to maintain high degree of confidentiality	X	
Ability to work as part of an effective team	X	
Reliable, self motivated and have a positive attitude	X	
Willingness to learn new skills and be trained	X	
Ability to be able to prioritise workload and work to strict deadlines	X	
Strong attention to detail and analytical skills	X	
Education and Training		

A minimum of 5 GCSE's C and above Including Maths, English and ICT (or equivalents)	X	
Strong A Levels or equivalent	X	
Accounting Qualification		X
To be able to produce evidence of previous continuous professional development	X	
Numerate and Literate	X	
Aware of Safeguarding and Data Protection		X
Qualities		
Hold a UK Driving Licence and have access to a road-worthy vehicle		X
Must adhere to all R.E.A.L Education Ltd policies, procedures and practices	X	
Willing to undergo an enhanced DBS check	X	

Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application